MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 22nd July 2026 at 7.00pm

PRESENT: Cllr Michael Thierry (Chair)
Cllr Peter Kelleher (Deputy Chair)
Cllr Andy Briers
Cllr Luke Dadford
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Mary DeBoos (ex-officio)
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr James Swyer (ex-officio)
Cllr Glenys Turner

IN ATTENDANCE: Charmaine Bennett, Town Clerk
Michelle Gordon, Finance Manager
Nicola Vodden, Office Manager

F/6569
PUBLIC PARTICIPATION

There were no members of the public present.

F/6570
APOLOGIES FOR ABSENCE

All members were present.

F/6571
DECLARATIONS OF INTEREST

There were none.

F/6572
MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 17th June 2026 having been circulated, be approved and signed by the Chair as a correct record.

F/6573
FINANCIAL REPORTS

The Finance Manager introduced the revised financial monitoring reports which have been developed to help Members compare budget and financial information more easily alongside the reports generated by the Edge Finance system. The reports show total budgets for 2026/27, reserve movements posted and actual income and expenditure for the first three months of the financial year. Additional notes have been included to identify pre-payment and accruals, together with explanatory notes for the main variances. The introduction of a traffic light system indicates items which are on track, being monitored or requiring action.

There are plans to improve the reports, although this cannot be implemented until the start of the next financial year. The detailed Edge Finance report provided acts as a cross check to the summary and Members indicated that they would be content to dispense with this in the future.

In relation to the balances and transfers report, the figures presented reflect the anticipated position up to the next meeting and covers anticipated expenditure up to the end of September. Of the £245,000 transfer from the CCLA account, £88,000 had already been drawn down, leaving the remainder available if required. Given the resulting reduction in account balances, the Finance Manager gave Members assurance that the cashflow position was manageable and was not in danger of going overdrawn. It was noted that the second instalment of the Council's precept was due to be received in October.

It was noted that the CIL report had been changed to include proposed future receipts and expenditure.

RESOLVED: 1) That Quarter 1 budget monitoring position for 2026/7 and the explanations provided for the significant variances identified be noted;
2) That the overspend on the Grants Unapplied Reserve, due to a timing difference between expenditure being incurred and grant funding being received, be noted;
3) That the updated Statement of Town Council Balances be received and Inter Account Transfers report be received;
4) That the list of payments made from the Imprest Account for June be received and authorised;
5) That the up-to-date position regarding the CIL Reserve be noted; and
6) That Cllr Thierry's verification and signing of bank reconciliations and statements be noted.

ACTION	**M Gordon**

F/6574
ANNUAL REVIEW OF FINANCIAL REGULATIONS

The Finance Manager explained that the version attached to her report shows proposed changes in relation to the current Financial Regulations (*Annex B*).

RECOMMENDED: That the updated Financial Regulations be endorsed.

ACTION	**M Gordon**

F/6575
FINANCIAL RISK ASSESSMENT

The Finance Manager explained that the version attached to her report shows proposed changes tracked in relation to the current Financial Risk Assessment (*Annex C*).

A correction was made to her report at paragraph 2.2.1. The figure used was budgeted expenditure and should have been the precept £740,842. Using this figure to determine the recommended level of General Reserve (3-12 months of net revenue expenditure), the range is between £185,210 and £740,842. The Council's current level of General Reserve of £329,751 is therefore just over 5 months of the recommended target.

The Finance Manager indicated that it would be helpful if Members were to agree on a level of General Reserve, as this will provide guidance and assist in the budget setting process.

In relation to the wording of recommendation 3.3, it was clarified that this is an indication and is not binding.

At 7:20pm, Cllr Thierry requested the meeting go into private session, but this was not supported by Members.

It was highlighted that should the desired level of the General Reserve (GR) be set at 6 months of the precept, that spending from the GR should only occur in exceptional circumstances.

RECOMMENDED: 1) That the Financial Risk Assessment (*Annex C*) be approved;
2) That the position of the General Reserve is noted and the control is brought in line with the Practitioners Guide recommendations; and
3) That a target General Reserve level of 6 months is agreed.

ACTION	**M Gordon**

F/6576
SUBSCRIPTIONS

Members reviewed the list of Council's and/or staff subscriptions to other bodies (Annex D). The list would be amended to include the recent subscription to The Purple Guide, an online resource for event organisers.

RESOLVED: That the Finance Manager's report on subscriptions, with the inclusion of the subscription to The Purple Guide, be noted.

ACTION	**M Gordon**

F/6577
APPROVED SUPPLIERS

Members reviewed the list of approved contractors. It was noted that there had been one addition, some amendments and the removal of a supplier.

RESOLVED: That the updated list of approved contractors (*Annex E*) be noted.

ACTION	**M Gordon**

F/6578
FORMER CIRCKET PAVILLION – APPROVAL OF LEASE TO RINGWOOD MEN'S SHED

Members considered the Town Clerk's report (*Annex F*) in relation to the draft lease for the former cricket pavilion at Carvers Recreation Ground. The detail had been approved by the Recreation, Leisure and Open Spaces Committee and the solicitor had produced the lease on the Heads of Terms agreed.

RESOLVED: 1) That the draft lease (substantially in the form presented, subject to completion of the Property Plan, Schedule of Condition and any minor amendments agreed by the Town Clerk, in consultation with the Council's solicitor that do not materially alter the terms of the lease), be approved;
2)That the Town Clerk be authorised, in consultation with the Chairman of Policy & Finance Committee, to approve any minor amendments required prior to completion that do not materially alter the Heads of Terms previously approved by the Council; and
3) That the Town Clerk be authorised to arrange for the lease to be executed under the Council's Common Seal.

ACTION	**C Bennett**

F/6579

REVIEW OF EXTERNAL HUMAN RESOURCE AND HEALTH & SAFETY SUPPORT

Members considered *Annex G* regarding the Council's current external Human Resources (HR) and Health & Safety (H&S) support arrangements, noting that the existing Worknest contract is due to expire in October.

The Council currently commits a substantial sum to the combined contract and the review provided an opportunity to assess the support received. The Town Clerk emphasised that the review was not driven by a desire to reduce costs, although potential savings could arise from alternative arrangements.

Since entering into the contract, the Council has access to support through its membership of NALC, HALC and SLCC and many routine HR enquiries could be addressed through these organisations. HALC particularly offers a more local and well-regarded HR service.

The Town Clerk's proposed that the HR and H&S support arrangements be separated and that there be no reduction in the budget provision. Retention of the funding will enable tailored support to be sought when required.

In response to a question regarding the implications of Local Government Reorganisation (LGR) and the ongoing availability of support from HALC. It was confirmed that HALC intends to continue providing assistance.

RESOLVED: 1) That, following the expiry of the Council's current WorkNest contract (Human Resources and Health & Safety) support be procured separately;
2) That use of the Council's existing NALC, HALC and SLCC resources together with HALC's Local Council Personnel & Development (LCPD) service as the Council's routine HR support arrangements;
3) That an appropriate annual budget provision be retained for specialist HR consultancy, with delegated authority to the Town Clerk to commission external advice where required in accordance with the Council's Financial Regulations;
4) That authority be delegated to the Town Clerk to complete due diligence and appoint an appropriate retained Health & Safety adviser; and
5) That the Town Clerk be authorised to conclude the necessary contractual arrangements and implement the new operating model.

ACTION	**C Bennett**

F/6580
TASK AND FINISH GROUP FOR THE MILLENNIUM CLOCK

At its last meeting, the Committee resolved to create the T&F group to consider options for the future of the Millennium Clock. Members considered *Annex H* regarding terms of reference and the appointment of members. It was agreed that there be four members plus representation from interested bodies.

RESOLVED: 1) That the Task & Finish Group Constitution and Terms of Reference be approved; and
2) That the Group be permitted to invite external organisations or individuals to assist its work where considered beneficial.

RECOMMENDED: That Cllrs M DeBoos, Georgiou, Thierry and Turner be appointed to the Millennium Clock Task & Finish Group.

ACTION	**C Bennett**

F/6581
CIVILITY PLEDGE
Members considered the report (*Annex I*) and whether the Council should formally sign up to the Civility and Respect Pledge. The Town Clerk indicated that many Councils had signed up to the pledge across the country. Whilst there was a question of what the pledge adds to the code of conduct, others saw this as progressive and a public display of the Council's commitment.

RECOMMENDED:
1) That Ringwood Town Council signs the Civility and Respect Pledge promoted by the National Association of Local Councils, the Society of Local Council Clerks and One Voice Wales;
2) That the Council publicly commits to upholding the principles contained within the pledge; and
3) That authority be delegated to the Town Clerk to complete the registration process and publish the Council's commitment accordingly.

ACTION	**C Bennett**

F/6582
PROJECTS (current and proposed)

Members received an update on current projects as set out in *Annex H*.

Local Government Reorganisation
The Town Clerk had addended a summit organised by HALC talked about neighbourhood governance and community voice. It highlighted the importance of town and parish councils engaging in discussions and she is sitting on a working party looking at how town Councils respond to any future neighbourhood governance in the Hampshire area.

Response has been received from NFDC regarding a potential asset transfer arrangements. Two parcels of land which the Council could take forward – Rotary picnic area and another small parcel of land in Poulner. These areas do not already have a legal agreement in place. There are no further details at this stage.

In answer to a question, the Town Clerk explained, as part of LGR any contracts in place in May 2028 will be transferred to the new authority. The priority will be to ensure that everything is in place to be safe and legal and the focus will be on high risk and life dependant services.

Building Assets – condition & reserves scoping
Members were reminded that, during the previous year's budget-setting process, provision had been made for asset and building scoping work, and that a report would be brought to the Committee later in the year.

RESOLVED: That the update in respect of projects (*Annex H)* be noted.

ACTION	**C Bennett**

F/6583
COMMUNICATIONS

Members felt there should be some publicity surrounding the Council's support of MensShed and its new premises and the Council's commitment to the Civility pledge.

ACTION	**C Bennett**

There being no further business, the Chairman closed the meeting at 7.56pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED
29th July 2026

APPROVED
23rd September 2026

TOWN MAYOR

COMMITTEE CHAIRMAN

Chairman's ir

REPORT TO POLICY & FINANCE COMMITTEE – 22nd July 2026

1. Income & Expenditure Budget Monitoring – Quarter 1 (April to June 2026)

The purpose of this report is to provide Members with budget monitoring information for the first quarter of the 2026/27 financial year, covering the period from 1 April to 30 June 2026.

Following a review of the presentation of financial information, the Budget Summary report has been revised to provide a more detailed analysis of each budget area. Revenue budgets are now divided into sub-headings, enabling Members to identify more clearly the individual income and expenditure elements contributing to the overall financial position (refer to columns 1–5).

Columns 6–8 provide an analysis of the variances between budget and actual performance, together with a traffic light monitoring system to assist Members in assessing financial performance. Green indicates that performance is in line with the approved budget, amber indicates that the budget area is being monitored, and red indicates that further investigation or corrective action may be required.

The Financial Budget Comparison report excludes accruals, prepayments and receipts received in advance. Explanatory notes have been included to enable reconciliation between the Budget Summary and Financial Budget Comparison reports. Sub-total lines have also been added to improve readability and make it clearer where detailed budget code entries roll up into a section total, thereby avoiding any perception that figures have been duplicated.

Planned transfers to and from earmarked reserves have been excluded from this analysis and are reported separately within the Reserves Summary at Appendix 1. Budget monitoring should therefore be considered alongside the Reserves Summary, which sets out movements in earmarked reserves and their impact on the Council's overall financial position.

The quarterly budget profile assumes that income and expenditure will occur evenly throughout the financial year. As a result, variances will arise where transactions occur earlier or later than anticipated, even though the overall annual budget remains unchanged.

The most significant variances identified during Quarter 1 relate primarily to annual payments made at the start of the financial year, advance payments recognised from the previous financial year, loan repayment timing, income from the purchase of ERB plots, Gateway-related income and expenditure transactions which need to be finalised, and the pending outcome of the 800th Anniversary event. These variances are explained in more detail within the accompanying budget monitoring reports.

At this early stage of the financial year it is not possible to predict the year-end outturn with certainty. However, the Quarter 1 position indicates that overall financial performance remains broadly in line with the approved 2026/27 budget. The majority of reported variances arise from timing differences, where expenditure has been incurred or income received earlier or later than assumed in the budget profile. Examples include annual costs invoiced in full at the beginning of the financial year, whilst the budget profile reflects only three months' expenditure, and income that has yet to be invoiced. These variances are expected to reduce as the financial year progresses and are not currently considered indicative of underlying budget pressures.

Overall, the Quarter 1 monitoring position provides assurance that the Council remains on track to achieve the financial objectives set out in the approved 2026/27 budget, subject to the normal fluctuations arising from budget profiling and the timing of income and expenditure transactions. Budget performance will continue to be monitored throughout the year and any emerging issues will be reported to Members through the regular budget monitoring process.

Acknowledgement

I would like to extend my thanks to those Members who generously gave their time and constructive feedback during the development of these revised financial reports. Their input has been invaluable in helping to improve the presentation of the financial information provided to the Committee.

As this is the first reporting cycle using the revised format, further feedback is welcomed. Should Members have any additional comments or suggestions, please feel free to email the RFO or Town Clerk. Any further refinements can then be considered and, where appropriate, incorporated over the summer period ahead of the next reporting cycle.

2. Reserves & Provisions

It should be noted that there is an overspend against the Grants Unapplied Earmarked Reserve. This relates to expenditure of £8,169 payable to GW Shelter Solutions for the manufacture and installation of a new three-bay cantilever bus shelter in Gorley Road, replacing the existing shelter (Quote Ref: GWQ2218.2b). The grant application process took longer than anticipated and, as a result, the expenditure was incurred before the associated funding was received. The grant funding was subsequently received from New Forest District Council on 6 July 2026. For reasons of transparency, the expenditure and resulting overspend have been reported in this manner.

The overspend was therefore temporary in nature and has since been fully offset by the receipt of the grant funding. Consequently, there is no net financial impact on the Council's overall reserves position.

3. Recommendation:-

3.1. Members are asked to note the Quarter 1 budget monitoring position for 2026/27 and the explanations provided for the significant variances identified.

3.2. Members are also asked to note that the reported overspend on the Grants Unapplied Reserve reflects a timing difference between expenditure being incurred and grant funding being received.

For more information please contact:
Michelle Gordon, Finance Manager
01425 473883 Finance.manager@ringwood.gov.uk

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions.   Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
INCOME					
Policy & Finance					
280	Carvers Club House Income				
280/1	Room Hire	£0.00	£0.00	£0.00	£0.00
280/2	Food Sales	£0.00	£0.00	£0.00	£0.00
280/3	Carver's Clubhouse other income and donations	£0.00	£0.00	£0.00	£0.00
280	Total	£0.00	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£0.00	£0.00	£0.00	£0.00
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)				
300/1	Wayleaves	£128.00	£0.00	£146.27	£18.27
300/2	The Bickerley	£0.00	£0.00	£0.00	£0.00
300/3	Carvers	£0.00	£0.00	£0.00	£0.00
300/4	Cricket	£0.00	£0.00	£0.00	£0.00
300/5	Floodlighting	£0.00	£0.00	£0.00	£0.00
300/6	Tennis	£0.00	£0.00	£0.00	£0.00
300/7	Castleman Trail	£989.00	£0.00	£0.00	-£989.00
300/8	Poulner Junior School	£11,125.00	£0.00	£2,798.00	-£8,327.00
300/9	Poulner Infant School	£2,570.00	£0.00	£797.50	-£1,772.50
300/10	Football	£0.00	£0.00	£0.00	£0.00
300/11	Ringwood School	£249.00	£0.00	£0.00	-£249.00
300/12	Ringwood Junior School	£622.00	£0.00	£360.00	-£262.00

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
300/13	Bowling	£1,640.00	£0.00	£1,141.33	-£498.67
300/14	Rugby	£311.00	£0.00	£0.00	-£311.00
300/15	Grounds- Other Income	£4,975.00	£0.00	£0.00	-£4,975.00
300/16	Open Spaces	£3,233.00	£0.00	£1,246.62	-£1,986.38
300	Total	£25,842.00	£0.00	£6,489.72	-£19,352.28
310	Events				
310/1	Fireworks Event	£34,000.00	£0.00	£1,250.00	-£32,750.00
310/2	Christmas Event	£7,500.00	£0.00	£2,322.80	-£5,177.20
310/3	Queen's Jubilee Event	£0.00	£0.00	£0.00	£0.00
310/4	Rememberance Event	£0.00	£0.00	£0.00	£0.00
310/5	Other Events	£10,000.00	£0.00	£30.00	-£9,970.00
310/6	Glass Deposit receipts	£0.00	£0.00	£0.00	£0.00
310/7	King's Coronation Event	£0.00	£0.00	£0.00	£0.00
310/8	D Day Commemoration	£0.00	£0.00	£0.00	£0.00
310/9	800th Anniversary Event	£0.00	£0.00	£825.25	£825.25
310/10	800th Anniversary Merchandise	£0.00	£0.00	£0.00	£0.00
310	Total	£51,500.00	£0.00	£4,428.05	-£47,071.95
320	Cemetery Income				
320/1	Burials	£15,628.00	£0.00	£4,089.50	-£11,538.50
320/2	Purchase of ERB	£10,405.00	£0.00	£7,191.00	-£3,214.00
320/3	Grave Maintenance	£1,045.00	£0.00	£121.74	-£923.26
320/4	Legacy	£107.00	£0.00	£32.74	-£74.26
320/5	Memorials	£5,566.00	£0.00	£929.00	-£4,637.00

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
320/6	War Graves	£832.00	£0.00	£0.00	-£832.00
320/7	Memorial Benches	£622.00	£0.00	£0.00	-£622.00
320/8	Transfer of exclusive rights of burial	£437.00	£0.00	£0.00	-£437.00
320/9	Other Cemeteries fees & charges	£0.00	£0.00	£409.50	£409.50
320	Total	£34,642.00	£0.00	£12,773.48	-£21,868.52
330	Allotment Income				
330/1	Allotment Rents	£7,128.00	£0.00	£0.00	-£7,128.00
330/2	Other Allotments income	£0.00	£0.00	£0.00	£0.00
330	Total	£7,128.00	£0.00	£0.00	-£7,128.00
350	Capital Income				
350/1	Grants				
350/1/1	Football Development Project	£0.00	£0.00	£0.00	£0.00
350/1/2	Play Areas	£0.00	£0.00	£0.00	£0.00
350/1	Total	£0.00	£0.00	£0.00	£0.00
350	Total	£0.00	£0.00	£0.00	£0.00
380	Carvers Clubhouse				
380/1	Room Hire	£2,500.00	£0.00	£1,207.26	-£1,292.74
380/2	Café sales	£27,500.00	£0.00	£7,177.11	-£20,322.89
380/3	Activities	£0.00	£0.00	£623.92	£623.92
380/4	Other income & Donations	£0.00	£0.00	£0.00	£0.00
380	Total	£30,000.00	£0.00	£9,008.29	-£20,991.71
Total Recreation, Leisure & Open Space		£149,112.00	£0.00	£32,699.54	-£116,412.46

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
Planning, Town & Environment					
400	Income				
400/1	Grants	£1,100.00	£0.00	£1,100.00	£0.00
400/2	Grants - Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
400	Total	£1,100.00	£0.00	£1,100.00	£0.00
Total Planning, Town & Environment		£1,100.00	£0.00	£1,100.00	£0.00
Council					
100	Precept	£740,842.00	£0.00	£370,421.00	-£370,421.00
102	Interest Business A/c	£0.00	£0.00	£12.62	£12.62
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
200	Revenue Income				
200/1	Insurance Premium	£0.00	£0.00	£271.01	£271.01
200/2	Interest Received	£15,000.00	£0.00	£2,238.99	-£12,761.01
200/3	Rent				
200/3/1	Ground Floor - Greenways	£29,454.00	£0.00	£4,822.95	-£24,631.05
200/3/2	First Floor - Greenways	£0.00	£0.00	£0.00	£0.00
200/3/3	Southampton Road	£18,600.00	£0.00	£4,650.00	-£13,950.00
200/3/4	Football ground rent	£29,932.00	£0.00	£7,483.11	-£22,448.89
200/3	Total	£77,986.00	£0.00	£16,956.06	-£61,029.94
200/4	VIC Sales	£0.00	£0.00	£59.91	£59.91
200/5	New Forest DC Recharge	£89,432.00	£0.00	£0.00	-£89,432.00
200/6	Christmas Events	£0.00	£0.00	£0.00	£0.00
200/7	WW Commemoration Grant	£0.00	£0.00	£0.00	£0.00
200/8	Market Stall Income	£4,000.00	£350.00	£1,850.00	-£2,500.00

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
200/9	Civic Events / Celebrations				
200/9/1	Fireworks Event	£0.00	£0.00	£0.00	£0.00
200/9/2	Other Events	£0.00	£0.00	£0.00	£0.00
200/9/3	Queens jubilee Street Party	£0.00	£0.00	£0.00	£0.00
200/9	Total	£0.00	£0.00	£0.00	£0.00
200/10	Misc. Income, refunds, donations etc.				
200/10/1	Refunds of Expenditure	£0.00	£0.00	£0.00	£0.00
200/10/2	Miscellaneous Donations	£0.00	£0.00	£0.00	£0.00
200/10	Total	£0.00	£0.00	£0.00	£0.00
200/11	Receipts Taken to Reserves				
200/11/1	Developer's Contributions	£0.00	£0.00	£0.00	£0.00
200/11/2	Key Deposits	£0.00	-£34.00	-£34.00	£0.00
200/11/3	Other Receipts taken to reserves	£0.00	£0.00	£0.00	£0.00
200/11	Total	£0.00	-£34.00	-£34.00	£0.00
200/12		£0.00	£0.00	£0.00	£0.00
200	Total	£186,418.00	£316.00	£21,341.97	-£165,392.03
Total Council		£927,260.00	£316.00	£391,775.59	-£535,800.41
Grants					
15000	Grants/Reserve Funded Income	£0.00	£11,675.86	£11,675.86	£0.00
Total Grants		£0.00	£11,675.86	£11,675.86	£0.00
Total Income		£1,077,472.00	£11,991.86	£437,250.99	-£652,494.87

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment				
2000/1	Administration & Establishment				
2000/1/1	Electricity	£205.00	£0.00	£110.20	£94.80
2000/1/2	Water	£0.00	£0.00	£0.00	£0.00
2000/1/3	Insurance	£11,967.00	£0.00	£0.00	£11,967.00
2000/1/4	Health & Safety	£5,429.00	£0.00	£0.00	£5,429.00
2000/1/5	Office Equipment	£130.00	£0.00	£0.00	£130.00
2000/1/6	Furniture	£0.00	£0.00	£0.00	£0.00
2000/1/7	Books & Publications	£200.00	£0.00	£0.00	£200.00
2000/1/8	Stationery	£650.00	£0.00	£88.49	£561.51
2000/1/9	Photocopy/Scanner	£1,587.00	£0.00	£359.14	£1,227.86
2000/1/10	Postage	£326.00	£0.00	£49.70	£276.30
2000/1/11	Telephone & Fax	£3,434.00	£0.00	£976.98	£2,457.02
2000/1/12	Computer Maintenance	£11,486.00	£0.00	£2,203.44	£9,282.56
2000/1/13	G.I.S Mapping	£450.00	£0.00	£0.00	£450.00
2000/1/14	Web Site Maintenance	£1,820.00	£0.00	£1,215.00	£605.00
2000/1/15	Computer equipment & software	£0.00	£0.00	£1,056.90	-£1,056.90
2000/1/16	Subscriptions	£3,370.00	£0.00	£2,721.35	£648.65
2000/1/17	Advertising	£1,700.00	£0.00	£350.00	£1,350.00
2000/1/18	Bank Charges	£678.00	£0.00	£62.53	£615.47

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
2000/1/19	Audit Fees	£4,453.00	£0.00	£1,950.00	£2,503.00
2000/1/20	Travel Expenses	£100.00	£0.00	£41.80	£58.20
2000/1	Total	£47,985.00	£0.00	£11,185.53	£36,799.47
2000/2	Ringwood Gateway (Expend)				
2000/2/1	Office Expenses (Gateway)	£100.00	£0.00	£0.00	£100.00
2000/2/2	Hospitality / Refreshments	£200.00	£0.00	£63.77	£136.23
2000/2	Total	£300.00	£0.00	£63.77	£236.23
2000/3	Ringwood Gateway (Recharge Expend)				
2000/3/1	Caretaket Gateway Recharge	£22,097.00	£0.00	£5,314.07	£16,782.93
2000/3/2	Cleaning Gateway -Recharge	£0.00	£0.00	£22.24	-£22.24
2000/3/3	Info Officers - Gateway - Recharge	£75,272.00	£0.00	£17,665.25	£57,606.75
2000/3/4	Supplies Gateway Recharge	£1,701.00	£0.00	£648.45	£1,052.55
2000/3	Total	£99,070.00	£0.00	£23,650.01	£75,419.99
2000	Total	£147,355.00	£0.00	£34,899.31	£112,455.69
2100	Maintenance				
2100/1	Greenways - Ground Floor	£0.00	£0.00	£231.29	-£231.29
2100/2	Greenways - First Floor	£0.00	£0.00	£0.00	£0.00
2100/3	92 Southampton Road	£1,101.00	£0.00	£247.00	£854.00
2100/4	Vandalism	£0.00	£0.00	£0.00	£0.00
2100/5	Gateway	£55,633.00	£0.00	£0.00	£55,633.00
2100/6	Buildings Surveys	£750.00	£0.00	£0.00	£750.00
2100	Total	£57,484.00	£0.00	£478.29	£57,005.71

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
2200	Democratic Process (members Costs)				
2200/1	Members Costs				
2200/1/1	Mayoral Regalia	£0.00	£0.00	£0.00	£0.00
2200/1/2	Election Expenses	£0.00	£0.00	£0.00	£0.00
2200/1/3	Members Allowances	£12,227.00	£0.00	£2,925.00	£9,302.00
2200/1/4	Mayors Allowances Allocated	£0.00	£0.00	£0.00	£0.00
2200/1/5	Civic Expenses	£1,400.00	£0.00	£683.62	£716.38
2200/1/6	Members Training	£350.00	£0.00	£177.00	£173.00
2200/1/7	Members' Travel & Subsistance	£200.00	£0.00	£0.00	£200.00
2200/1	Total	£14,177.00	£0.00	£3,785.62	£10,391.38
2200	Total	£14,177.00	£0.00	£3,785.62	£10,391.38
2210	Grants				
2210/1	Discretionary Grants	£2,000.00	£0.00	£0.00	£2,000.00
2210	Total	£2,000.00	£0.00	£0.00	£2,000.00
2300	Employee Costs- Allocated Office Staff				
2300/1	Allocated Office Staff	£118,819.00	£0.00	£28,583.23	£90,235.77
2300/2	Allocated - Groundstaff	£12,642.00	£0.00	£3,110.88	£9,531.12
2300	Total	£131,461.00	£0.00	£31,694.11	£99,766.89
2310	Employee overhead Costs				
2310/1	Payroll Outsourcing	£2,930.00	£0.00	£745.00	£2,185.00
2310/2	Staff Training	£1,500.00	£0.00	£1,604.33	-£104.33

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
2310/3	Eye Test	£109.00	£0.00	£85.00	£24.00
2310/4	HR Consultancy	£1,164.00	£0.00	£0.00	£1,164.00
2310/5	Other Employee Costs	£150.00	£0.00	£159.50	-£9.50
2310	Total	£5,853.00	£0.00	£2,593.83	£3,259.17
2400	Other				
2400/1	Ringwood Festival	£0.00	£0.00	£0.00	£0.00
2400/2	Christmas Lights- Installation & Storage	£28,757.00	£0.00	£29,430.90	-£673.90
2400/3	Christmas Tree Purchase and Installation	£600.00	£0.00	£0.00	£600.00
2400/4	Millenium Clock	£270.00	£0.00	£0.00	£270.00
2400/5	Visitor Information Centre				
2400/5/1	Purchases	£0.00	£0.00	£119.85	-£119.85
2400/5/2	Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
2400/5	Total	£0.00	£0.00	£119.85	-£119.85
2400/6	Jubilee Lamp	£156.00	£0.00	£0.00	£156.00
2400/7	Fair Trade	£0.00	£0.00	£0.00	£0.00
2400/8	Bad Debt Provison	£0.00	£0.00	£0.00	£0.00
2400/9	Civic Events- Christmas Lights Switch On	£0.00	£0.00	£0.00	£0.00
2400/10	Civic Events - Remembrance	£0.00	£0.00	£0.00	£0.00
2400/11	Civic Events - Fireworks	£0.00	£0.00	£0.00	£0.00
2400/12	Ringwood Market	£0.00	£0.00	£0.00	£0.00
2400/13	Town Twinning	£0.00	£0.00	£0.00	£0.00

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
2400/14	Civic Events - Other	£0.00	£0.00	£0.00	£0.00
2400/15	CCTV	£9,000.00	£0.00	£0.00	£9,000.00
2400/16	Car Park Clock Refurbishment	£0.00	£0.00	£0.00	£0.00
2400/17	Legal Fees	£0.00	£0.00	£0.00	£0.00
2400/18	Consultants Fees	£2,000.00	£0.00	£0.00	£2,000.00
2400/19	92 Southampton Road Agents	£2,050.00	£0.00	£511.50	£1,538.50
2400/20	WW1 Commemoration	£0.00	£0.00	£0.00	£0.00
2400/21	Legal Fees - Dispute	£0.00	£0.00	£0.00	£0.00
2400	Total	£42,833.00	£0.00	£30,062.25	£12,770.75
2500	Capital Financing				
2500/1	Debt Charges				
2500/1/1	Interest	£35,256.00	£0.00	£17,741.12	£17,514.88
2500/1/2	Capital	£26,223.00	£0.00	£12,998.04	£13,224.96
2500/1	Total	£61,479.00	£0.00	£30,739.16	£30,739.84
2500	Total	£61,479.00	£0.00	£30,739.16	£30,739.84
2501	Capital				
2501/1	Gateway Offices	£0.00	£0.00	£0.00	£0.00
2501/2	Rear of Greenways	£0.00	£0.00	£0.00	£0.00
2501/3	IT Systems Replacement	£0.00	£0.00	£0.00	£0.00
2501/4	Carvers Clubhouse	£0.00	£0.00	£0.00	£0.00
2501/5	Skatepark - re-development	£0.00	£0.00	£0.00	£0.00
2501/6	Land Purchase	£0.00	£0.00	£0.00	£0.00

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
2501/7	92 Southampton Road refurbishment	£0.00	£0.00	£0.00	£0.00
2501	Total	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account				
2600/1	Office Staff -Pay				
2600/1/1	Employers Pay	£0.00	£0.00	£0.00	£0.00
2600/1/2	Employers N.I	£0.00	£0.00	£0.00	£0.00
2600/1/3	Employers Pension Contributions	£0.00	£0.00	£0.89	-£0.89
2600/1/4	Parking	£0.00	£0.00	£0.00	£0.00
2600/1/5	Temporary Staff	£0.00	£0.00	£0.00	£0.00
2600/1/6	Uniforms	£0.00	£0.00	£0.00	£0.00
2600/1	Total	£0.00	£0.00	£0.89	-£0.89
2600/2	Ground Staff				
2600/2/1	Employee's Pay	£0.00	£0.00	£0.00	£0.00
2600/2/2	Employer's N.I	£0.00	£0.00	£0.00	£0.00
2600/2/3	Employers Pension Contributions	£0.00	£0.00	£0.00	£0.00
2600/2/4	Uniforms	£0.00	£0.00	£0.00	£0.00
2600/2/5	Parking	£0.00	£0.00	£0.00	£0.00
2600/2	Total	£0.00	£0.00	£0.00	£0.00
2600	Total	£0.00	£0.00	£0.89	-£0.89
2801	Carvers Employee Costs				
2801/1	The Place Salary Allocation	£0.00	£0.00	£0.00	£0.00

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
2801/2	Café & Caretaking Staff	£0.00	£0.00	£0.00	£0.00
2801	Total	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House-Expenditure				
2802/1	Premises Expenditure				
2802/1/1	Reactive Maintenance	£0.00	£0.00	£0.00	£0.00
2802/1/2	Vandalism Repairs & Prevention	£0.00	£0.00	£0.00	£0.00
2802/1/3	Electricity	£0.00	£0.00	£0.00	£0.00
2802/1/4	Water Charges	£0.00	£0.00	£0.00	£0.00
2802/1/5	Health & Safety	£0.00	£0.00	£0.00	£0.00
2802/1/6	Rates	£0.00	£0.00	£0.00	£0.00
2802/1	Total	£0.00	£0.00	£0.00	£0.00
2802/2	Supplies & Services				
2802/2/1	Hired & Contracted (general supplies)	£0.00	£0.00	£0.00	£0.00
2802/2/3	Furniture	£0.00	£0.00	£0.00	£0.00
2802/2/4	Hired & Contracted - Grant Funded	£0.00	£0.00	£0.00	£0.00
2802/2/5	Telephone Line & Broadband	£0.00	£0.00	£0.00	£0.00
2802/2/6	Training	£0.00	£0.00	£0.00	£0.00
2802/2	Total	£0.00	£0.00	£0.00	£0.00
2802/3	Trading Activities				
2802/3/1	Food Purchases for re-sale	£0.00	£0.00	£0.00	£0.00
2802/3	Total	£0.00	£0.00	£0.00	£0.00

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions.   Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
2802/4	Equipment Purchases	£0.00	£0.00	£0.00	£0.00
2802	Total	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£462,642.00	£0.00	£134,253.46	£328,388.54
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)				
3000/1	Establishment				
3000/1/1	Electricity	£943.00	£0.00	£1,290.50	-£347.50
3000/1/2	Cleaning materials/consumables	£503.00	£0.00	£0.00	£503.00
3000/1/3	Environmental Agency	£0.00	£0.00	£0.00	£0.00
3000/1/4	Health & Safety	£243.00	£0.00	£83.95	£159.05
3000/1/5	Protective Clothes	£600.00	£0.00	£0.00	£600.00
3000/1/6	Mobile Phones	£1,040.00	£0.00	£212.40	£827.60
3000/1/7	Travel Expenses	£100.00	£0.00	£0.00	£100.00
3000/1/8	Water	£2,334.00	£0.00	£733.29	£1,600.71
3000/1/9	Playground Inspections	£451.00	£0.00	£450.00	£1.00
3000/1/10	Fuel	£7,000.00	£0.00	£1,892.73	£5,107.27
3000/1	Total	£13,214.00	£0.00	£4,662.87	£8,551.13
3000/2	Maintenance				
3000/2/1	Buildings	£1,000.00	£0.00	£380.00	£620.00
3000/2/3	Grounds - Carvers	£0.00	£0.00	£550.47	-£550.47
3000/2/4	Maintenance in Closed Churchyard	£520.00	£0.00	£0.00	£520.00

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
3000/2/5	Long Lane Maintenance	£0.00	£0.00	£0.00	£0.00
3000/2/9	Grounds Other	£8,000.00	£0.00	£1,485.30	£6,514.70
3000/2/10	Fencing	£520.00	£0.00	£161.45	£358.55
3000/2/11	Tree Safety Work	£10,800.00	£0.00	£1,440.00	£9,360.00
3000/2/12	Tree Safety Consultant	£1,680.00	£0.00	£0.00	£1,680.00
3000/2/13	Pest Control	£500.00	£0.00	£0.00	£500.00
3000/2/14	Street Furniture maintenance	£300.00	£0.00	£0.00	£300.00
3000/2/16	Play Areas	£1,591.00	£0.00	£1,352.77	£238.23
3000/2/18	Paths Maintenance	£0.00	£0.00	£0.00	£0.00
3000/2	Total	£24,911.00	£0.00	£5,369.99	£19,541.01
3000/3	Machinery				
3000/3/1	Small Tools Purchase	£750.00	£0.00	£16.82	£733.18
3000/3/2	Machine Maintenance	£12,000.00	£0.00	£2,785.97	£9,214.03
3000/3/3	Machine Purchase	£5,750.00	£0.00	£0.00	£5,750.00
3000/3/5	Tipper Truck Service/ Maintenance	£724.00	£0.00	£0.00	£724.00
3000/3	Total	£19,224.00	£0.00	£2,802.79	£16,421.21
3000/5	Activities Expenses				
3000/5/4	Poulner Junior School Expenses	£0.00	£0.00	£200.00	-£200.00
3000/5/6	Ringwood Junior School Expenses	£0.00	£0.00	£360.00	-£360.00
3000/5/8	Open Spaces	£2,515.00	£0.00	£808.20	£1,706.80
3000/5/9	Flower Beds	£1,180.00	£0.00	£0.00	£1,180.00

A

Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
3000/5/12	Income refunds	£0.00	£0.00	£0.00	£0.00
3000/5	Total	£3,695.00	£0.00	£1,368.20	£2,326.80
3000/6	Other				
3000/6/1	Dog Waste	£2,220.00	£0.00	£0.00	£2,220.00
3000/6/2	Dog Waste Bins	£208.00	£0.00	£0.00	£208.00
3000/6/3	Travellers	£0.00	£0.00	£0.00	£0.00
3000/6	Total	£2,428.00	£0.00	£0.00	£2,428.00
3000/7		£0.00	£0.00	£0.00	£0.00
3000	Total	£63,472.00	£0.00	£14,203.85	£49,268.15
3001	RL&OS -Employee Costs				
3001/1	Office Staff Allocated Costs	£58,871.00	£0.00	£13,389.43	£45,481.57
3001/2	Groundstaff Allocated Costs	£144,722.00	£0.00	£34,458.18	£110,263.82
3001	Total	£203,593.00	£0.00	£47,847.61	£155,745.39
3002	Employee Costs				
3002/1	Staff Training	£2,000.00	£0.00	£0.00	£2,000.00
3002/2	Employee Costs - Other	£0.00	£0.00	£0.00	£0.00
3002	Total	£2,000.00	£0.00	£0.00	£2,000.00
3100	Events				
3100/1	Fireworks Event	£14,500.00	£0.00	£40.00	£14,460.00
3100/2	Christmas Events	£8,500.00	£0.00	£69.10	£8,430.90
3100/3	Queen's Jubilee Event	£0.00	£0.00	£0.00	£0.00
3100/4	Rememberance Event	£750.00	£0.00	£0.00	£750.00
3100/5	Other Events	£20,000.00	£0.00	£140.00	£19,860.00

Financial Budget Comparison

A

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
3100/6	Glass Deposit refunds	£0.00	£0.00	£0.00	£0.00
3100/7	King's Coronation	£0.00	£0.00	£0.00	£0.00
3100/8	D-Day Commemoration	£0.00	£0.00	£0.00	£0.00
3100/9	800th Anniversary Event	£0.00	£0.00	£5,045.99	-£5,045.99
3100/10	800th Anniversary Merchandise	£0.00	£0.00	£4,341.50	-£4,341.50
3100	Total	£43,750.00	£0.00	£9,636.59	£34,113.41
3101	Events - Employee Costs				
3101/1	Direct Office staff costs	£25,817.00	£0.00	£6,074.89	£19,742.11
3101/2	Allocated Grounds staff costs	£0.00	£0.00	£0.00	£0.00
3101	Total	£25,817.00	£0.00	£6,074.89	£19,742.11
3200	Cemetery				
3200/1	Establishment				
3200/1/1	Electricity	£953.00	£0.00	£163.65	£789.35
3200/1/2	Water	£367.00	£0.00	£139.97	£227.03
3200/1/3	Sewage Expenses	£212.00	£0.00	£0.00	£212.00
3200/1/4	Cleaning Materials	£1.00	£0.00	£37.45	-£36.45
3200/1/5	Rates	£2,573.00	£0.00	£739.20	£1,833.80
3200/1/6	Telephone	£0.00	£0.00	£0.00	£0.00
3200/1/7	refund of income collected in error	£0.00	£0.00	£0.00	£0.00
3200/1	Total	£4,106.00	£0.00	£1,080.27	£3,025.73
3200/2	Maintenance				

A

Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
3200/2/1	Buildings	£541.00	£0.00	£59.00	£482.00
3200/2/2	Chemicals	£0.00	£0.00	£0.00	£0.00
3200/2/4	Memorial Safety	£0.00	£0.00	£0.00	£0.00
3200/2/5	Grounds	£0.00	£0.00	£249.00	-£249.00
3200/2/6	War Graves Maintenance	£0.00	£0.00	£0.00	£0.00
3200/2/7	Digital Records Management	£180.00	£0.00	£0.00	£180.00
3200/2/8	Refuse Collection	£2,000.00	£0.00	£953.40	£1,046.60
3200/2/9	cemetery memorial purchases	£0.00	£0.00	£0.00	£0.00
3200/2	Total	£2,721.00	£0.00	£1,261.40	£1,459.60
3200	Total	£6,827.00	£0.00	£2,341.67	£4,485.33
3201	Cemetery -Employee Costs				
3201/1	Allocated Office Staff	£21,948.00	£0.00	£5,246.02	£16,701.98
3201/2	Allocated Ground Staff	£41,966.00	£0.00	£10,018.95	£31,947.05
3201	Total	£63,914.00	£0.00	£15,264.97	£48,649.03
3300	Allotments				
3300/1	Establishment				
3300/1/1	Water	£941.00	£0.00	£72.95	£868.05
3300/1	Total	£941.00	£0.00	£72.95	£868.05
3300/2	Maintenance				
3300/2/1	Allotments Maintenance	£520.00	£0.00	£314.58	£205.42
3300/2/2	Pest Control	£532.00	£0.00	£430.00	£102.00
3300/2	Total	£1,052.00	£0.00	£744.58	£307.42
3300/3	Other				

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
3300/3/1	Allotment Competition	£312.00	£0.00	£0.00	£312.00
3300/3	Total	£312.00	£0.00	£0.00	£312.00
3300/4	Refund of allotment rents	£0.00	£0.00	£0.00	£0.00
3300/5	Refund of Key deposits	£0.00	£0.00	£0.00	£0.00
3300/6	Land Purchase Crow Arch Lane (Nominal amount)	£0.00	£0.00	£0.00	£0.00
3300	Total	£2,305.00	£0.00	£817.53	£1,487.47
3301	Allotments -Employee Costs				
3301/1	Allocated Office Staff	£8,827.00	£0.00	£2,124.38	£6,702.62
3301/2	Allocated Ground Staff	£10,506.00	£0.00	£2,508.08	£7,997.92
3301	Total	£19,333.00	£0.00	£4,632.46	£14,700.54
3350	Capital Expenditure				
3350/1	Carvers Recreation Ground Improvements	£0.00	£0.00	£0.00	£0.00
3350/2	Carvers Workshop/Storage feasability	£0.00	£0.00	£0.00	£0.00
3350/3	Playground Equipment - Carvers	£0.00	£0.00	£0.00	£0.00
3350/4	Pocket Park Boardwalk	£0.00	£0.00	£0.00	£0.00
3350/5	Open Spaces Security Measures	£0.00	£0.00	£0.00	£0.00
3350/6	Cemeteries digital records management	£0.00	£0.00	£0.00	£0.00
3350/7	Columbarium	£0.00	£0.00	£0.00	£0.00

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
3350/8	Play Area Safety Surface Repairs	£0.00	£0.00	£0.00	£0.00
3350/10	Football Development Project	£0.00	£0.00	£177.44	-£177.44
3350/11	Memorial tree & bench	£0.00	£0.00	£595.00	-£595.00
3350/12	Skateramp Nth Poulner play area	£0.00	£0.00	£0.00	£0.00
3350/13	MUGA Carvers	£0.00	£0.00	£0.00	£0.00
3350/14	Poulner lakes Access Improvement Scheme	£0.00	£0.00	£0.00	£0.00
3350	Total	£0.00	£0.00	£772.44	-£772.44
3801	Youth Services Employee costs				
3801/1	Allocated Office Staff - Carvers Management	£38,743.00	£0.00	£9,112.34	£29,630.66
3801/2	Youth Services Allocated Café staff	£40,639.00	£0.00	£11,419.75	£29,219.25
3801	Total	£79,382.00	£0.00	£20,532.09	£58,849.91
3802	Carvers Clubhouse				
3802/1	Premises related Expenditure				
3802/1/1	Reactive Maintenance	£3,667.00	£0.00	£421.21	£3,245.79
3802/1/2	Vandalism	£1,000.00	£0.00	£130.73	£869.27
3802/1/3	Electricity	£2,068.00	£0.00	£212.62	£1,855.38
3802/1/4	Water Charges	£627.00	£0.00	£370.15	£256.85
3802/1/5	Health & Safety	£104.00	£0.00	£165.89	-£61.89
3802/1/6	Rates	£2,442.00	£0.00	£536.00	£1,906.00

Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
3802/1	Total	£9,908.00	£0.00	£1,836.60	£8,071.40
3802/2	Supplies & Services				
3802/2/1	General Supplies & Sevices - Carvers	£2,438.00	£0.00	£1,045.22	£1,392.78
3802/2/2	Equipment Puchases	£708.00	£0.00	£189.12	£518.88
3802/2/3	Furniture & Fittings	£1,664.00	£0.00	£358.34	£1,305.66
3802/2/4	Grant Funded Expenditure	£0.00	£0.00	£0.00	£0.00
3802/2/5	Telephone and Broadband	£512.00	£0.00	£141.80	£370.20
3802/2/6	Training	£520.00	£0.00	£27.00	£493.00
3802/2/7	Activities - Expenditure	£4,000.00	£0.00	-£40.00	£4,040.00
3802/2/8	Partnership-Youth Service Contribution	£4,000.00	£0.00	£0.00	£4,000.00
3802/2	Total	£13,842.00	£0.00	£1,721.48	£12,120.52
3802/3	Trading Activities				
3802/3/1	café purchases	£16,600.00	£0.00	£3,923.92	£12,676.08
3802/3	Total	£16,600.00	£0.00	£3,923.92	£12,676.08
3802	Total	£40,350.00	£0.00	£7,482.00	£32,868.00
Total Recreation, Leisure & Open Space		£550,743.00	£0.00	£129,606.10	£421,136.90
Planning, Town & Environment					
4000	Planning, Town & Environment				
4000/1	Maintenance				
4000/1/1	Built Environment - Furniture	£0.00	£0.00	£0.00	£0.00
4000/1/2	Carvers Street Lighting	£2,334.00	£0.00	£29.92	£2,304.08
4000/1/3	Flood Defence	£0.00	£0.00	£0.00	£0.00

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions.   Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
4000/1/4	Bus Shelters	£208.00	£0.00	£0.00	£208.00
4000/1/5	Sign Painting Friday Cross	£0.00	£0.00	£0.00	£0.00
4000/1/6	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
4000/1/7	Crow Lane Maintenance	£1,000.00	£0.00	£500.00	£500.00
4000/1/8	Support for REAL working party	£0.00	£0.00	£0.00	£0.00
4000/1	Total	£3,542.00	£0.00	£529.92	£3,012.08
4000	Total	£3,542.00	£0.00	£529.92	£3,012.08
4001	Employee Costs				
4001/1	Allocated Office Costs	£38,418.00	£0.00	£9,665.88	£28,752.12
4001	Total	£38,418.00	£0.00	£9,665.88	£28,752.12
4050	Capital Expenditure				
4050/1	Human Sundial	£0.00	£0.00	£0.00	£0.00
4050/2	Thriving Market Place	£0.00	£0.00	£0.00	£0.00
4050	Total	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£41,960.00	£0.00	£10,195.80	£31,764.20
Council					
10000	Petty Cash - Office	£0.00	£0.00	£0.00	£0.00
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£0.00	£0.00

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Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
Total Council		£0.00	£0.00	£0.00	£0.00
Grants					
20000	Grants/Reserve Funded Expenditure	£0.00	£29,949.15	£54,225.73	-£24,276.58
Total Grants		£0.00	£29,949.15	£54,225.73	-£24,276.58
Total Expenditure		£1,055,345.00	£29,949.15	£328,281.09	£757,013.06
Total Income		£1,077,472.00	£11,991.86	£437,250.99	-£652,212.87
Total Expenditure		£1,055,345.00	£29,949.15	£328,281.09	£757,013.06
Total Net Balance		**£22,127.00**		**£108,969.90**	
				- £ 7,795.06	Advanced payments

				£ 101,674.84	

Note

Advanced payments have manually been added to this Edge report, to enable a crosscheck with balances on the budget summary report.

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RINGWOOD TOWN COUNCIL

BUDGET SUMMARY REPORT 1 APRIL 2026 - 30 JUNE 2026

1	2	3	4	5
SUMMARY	**Budget 26/27 £**	**Budget Apr-June £**	**Actual April-June £**	**Variance £**
Policy & Finance	276,440	69,056	121,344	-52,288
Recreation & Leisure	259,734	60,805	56,617	4,188
Events	5,000	4,517	12,042	-7,525
Cemeteries	36,067	9,027	5,186	3,840
Allotments	14,510	3,627	1,667	1,960
Carvers Clubhouse	91,231	22,433	20,243	2,190
Planning, Town & Environment	42,860	10,215	9,096	1,119
Grants				
Total Income	**0**	**0**	**-11,676**	
Total Expenditure	**0**	**0**	**54,226**	
Total for all Revenues (Budget Requirment)	725,842	179,679	268,745	-46,516
Precept	740,842	185,211	370,421	
Trans. to/-from General Res Exc. Planned Trans. *Per Budget Comparison Report*	15,000	5,532	101,676	

NB, the primary purpose of this report is to provide an update on performance against the revenue budget, It therefore does not include planned transers, refer to the Reserves Summary for this detail.

Key: On track
Monitoring
Action Required

A

RINGWOOD TOWN COUNCIL

BUDGET SUMMARY REPORT 1 APRIL 2026 - 30 JUNE 2026

1	2	3	4	5
Committee: Policy & Finance	**Budget 26/27 £**	**Budget Apr-June £**	**Actual April-June £**	**Variance £**
Total Income	**-186,418**	**-46,604**	**-21,355**	-25,249
Total Expenditure	**462,640**	**115,660**	**134,253**	
Gateway Building Costs	204,838	51,209	35,378	15,832
Employee Costs	137,314	34,329	34,288	41
Members Costs	14,177	3,544	3,786	-241
Other	44,833	11,208	30,062	-18,854
Debt Charges	61,478	15,370	30,739	-15,370
Capital Expenditure	0	0	0	0
Receipts made in Advance 01.04.26			-2,296	2,296
Payments made in Advance 01.04.26			10,742	-10,742
Transfers to Reserves	14,200			
Transfers from Reserves	-13,983			
Overall Position Against Budget	**276,440**	**69,056**	**121,344**	**-52,288**

Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
-21,241		*Gateway Recharge - to be invoiced at year end, timing.*
	-2,898	*Insurance Premium, adv payment inc to Sept 26 - timing.*
	-1,521	*H & S Advance Payment Inc - timing.*
	-1,879	*HALC & NALC Annual Affiliation Fees 26-27 paid at beg. of year- timing.*
	13,908	*RTC Share of Gateway Costs, not yet invoiced, meeting 21.07.26 re chgs.*
	2,250	*CCTV - Exp understated pending receipt on inv from NFDC*
	-22,242	*Christmas Light Installation Chgs for full year inc - timing.*
	-15,369	*Loan Repayments ahead of budget - timing.*
	-1,299	*Staff Training - Rory Fitzgerald assisting Finance Manager*
	-837	*Audit Fees - timing*
	-1,160	*Small Variance Balances Over Multiple Budgets*
	-52,288	Income is currently £25,249 below budget and expenditure is £27,039 above budget. As both variances adversely affect the budget position, they combine to produce an overall variance of £52,288.

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

RINGWOOD TOWN COUNCIL

A

BUDGET SUMMARY REPORT 1 APRIL 2026 - 30 JUNE 2026

1	2	3	4	5
Committee: Recreation & Leisure	**Budget 26/27 £**	**Budget Apr-June £**	**Actual April-June £**	**Variance £**
Income	-25,841	-6,460	-6,490	29
Capital Income	0	0	0	0
Total Income	**-25,841**	**-6,460**	**-6,490**	
Total Expenditure	**269,060**	**67,265**	**62,824**	
Establishment Costs	13,215	3,304	4,663	-1,359
Maintenance of Various Facilities	24,911	6,228	5,370	858
Plant & Equipments	19,224	4,806	2,803	2,003
Employee Costs	205,586	51,397	47,848	3,549
Activities Expenditure	3,695	924	1,368	-444
Other	2,428	607	0	607
Capital Expenditure	0	0	772	-772
Payments made in Advance 01.04.26			283	-283
Transfers to Reserves	37,000			
Transfers from Reserves	-20,484			
Overall Position Against Budget	**259,734**	**60,805**	**56,617**	**4,188**

Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
	-1,055	*EDF Electricity Chg, Sports Pavilion 28/08/25-01/06/26. Issue with flood lights now resolved.*
	1,260	*Tree Surgery & Safety Work underpend, timing.*
	-955	*Quote to repair damaged floor at Toad Corner play park - new pour of rubber base*
	3,049	*Employee costs, timing, due to pay award not currently applied but included in budget.*
	555	*Dog Waste underpent, timing*
	500	*Staff Training underspent, timing.*
	834	*Small Variance Balances Over Multiple Budgets*
	4,188	

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

RINGWOOD TOWN COUNCIL

BUDGET SUMMARY REPORT 1 APRIL 2026 - 30 JUNE 2026

A

1	2	3	4	5
Committee: Events	**Budget 26/27 £**	**Budget Apr-June £**	**Actual April-June £**	**Variance £**
Total Income	**-51,500**	**-12,875**	**-4,428**	-8,447
Total Expenditure	**69,567**	**17,392**	**15,711**	
Events Expenditure	43,750	10,938	9,637	1,301
Employee Costs	25,817	6,454	6,075	379
Payments made in Advance 01.04.26			758	-758
Transfers to Reserves	0			
Transfers from Reserves	-13,067			
Overall Position Against Budget	**5,000**	**4,517**	**12,042**	**-7,525**

Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
-7,250	2,827	*Fireworks Event - timing.*
448	2,056	*Xmas Activities*
-1,675	-46	*800th Anniv Events - timing & final analysis pending.*
	-4,342	*800th Anniv Merchandise - final analysis pending.*
	457	*Small Variance Balances Over Multiple Budgets*
	-7,525	Income is currently £8,447 below budget and expenditure is £922 below budget. The overall position is £7,525 below budget.

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

RINGWOOD TOWN COUNCIL

BUDGET SUMMARY REPORT 1 APRIL 2026 - 30 JUNE 2026

A

1	2		3	4	5
Committee: Cemeteries	**Budget 26/27 £**		**Budget Apr-June £**	**Actual April-June £**	**Variance £**
Total Income	**-34,642**		**-8,661**	**-12,773**	4,113
Total Expenditure	**70,749**		**17,687**	**17,607**	
Establishment Costs	4,114		1,028	1,080	-52
Maintenance Costs	2,721		680	1,261	-581
Employee Costs	63,914		15,978	15,265	713
Payments made in Advance 01.04.26				353	-353
Transfers to Reserves	0				
Transfers from Reserves	-40				
Overall Position Against Budget	**36,067**		**9,027**	**5,186**	**3,840**

		6
Inc. Variance +over/ -under budget	**Exp. Variance -over/ +under budget**	**Explanatory Notes**
4,590		*Purchase of ERB plots over expected budgeted level.*
	-750	*Small Variance Balances Over Multiple Budgets*
	3,840	

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

RINGWOOD TOWN COUNCIL

A

BUDGET SUMMARY REPORT 1 APRIL 2026 - 30 JUNE 2026

1	2	3	4	5
Committee: Allotments	**Budget 26/27 £**	**Budget Apr-June £**	**Actual April-June £**	**Variance £**
Total Income	**-7,128**	**-1,782**	**0**	-1,782
Total Expenditure	**21,637**	**5,409**	**5,450**	
Establishment Costs	941	235	73	162
Maintenance Costs	1,052	263	745	-482
Employee Costs	19,333	4,833	4,632	201
Other	312	78	0	78
Receipts made in Advance 01.04.26			-3,783	3,783
Transfers to Reserves	**0**			
Transfers from Reserves	**0**			
Overall Position Against Budget	**14,510**	**3,627**	**1,667**	**1,960**

Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
2,001		*Allotments Rents Bfwd 25-26 Payments in Advance, timing.*
	-41	*Small Variance Balances Over Multiple Budgets*
	1,960	

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

RINGWOOD TOWN COUNCIL

BUDGET SUMMARY REPORT 1 APRIL 2026 - 30 JUNE 2026

A

1	2	3	4	5
Committee: Carvers Clubhouse	**Budget 26/27 £**	**Budget Apr-June £**	**Actual April-June £**	**Variance £**
Activities Income	0	0	-624	624
Café Income	-27,500	-6,875	-7,177	302
Other Income	-2,500	-625	-1,207	582
Total Income	**-30,000**	**-7,500**	**-9,008**	
				0
Total Expenditure	**119,731**	**29,933**	**28,014**	
Establishment Costs	10,420	2,605	1,978	627
General Supplies & Services	8,810	2,202	1,593	610
Employee Costs	79,902	19,975	20,559	-584
Activities Expenditure	4,000	1,000	-40	1,040
Café Food Purchases	16,600	4,150	3,924	226
Payments made in Advance 01.04.26			1,237	-1,237
Transfers to Reserves	2,500			
Transfers from Reserves	-1,000			
Overall Position Against Budget	**91,231**	**22,433**	**20,243**	**2,190**

Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
	-769	*General Supplies - Carvers, timing annual fee included for Concentrate Ltd*
624	1,040	*Activities Income/Exp*
	1,000	*Partnership Youth Services contr. pending.*
	687	*Staff Costs*
	-392	*Small Variance Balances Over Multiple Budgets*
	2,190	

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

RINGWOOD TOWN COUNCIL

BUDGET SUMMARY REPORT 1 APRIL 2026 - 30 JUNE 2026

A

1	2	3	4	5
Committee: Planning, Town & Env.	**Budget 26/27 £**	**Budget Apr-June £**	**Actual April-June £**	**Variance £**
Total Income	**-1,100**	**-275**	**-1,100**	825
Total Expenditure	**41,960**	**10,490**	**10,196**	
Maintenance	3,542	885	530	356
Employee Costs	38,418	9,605	9,666	-61
Capital Expenditure	0	0	0	0
Transfers to Reserves	3,000			
Transfers from Reserves	-1,000			
Overall Position Against Budget	**42,860**	**10,215**	**9,096**	**1,119**

Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
825		*Parish Lenghtman Scheme 26-27 full year received in advance.*
	294	*Small Variance Balances Over Multiple Budgets*
	1,119	

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

A

RESERVE AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2026 - 31st March 2027

	1	2	3	4	5.00	6	7	8	9	10	11	12	13
	Actual	Actual Transfers 2026/27 :						Outstanding Planned Transfers:-					
	Balance 01/04/26	Planned Trans Put into Res/Pro From Revenue	Planned Trans Withdrawn From Revenue	Cash Receipts Into Res/Pro	Additional Exp Out of Res/Pro	Between Provisions	**Balance 30.06.26**	Planned Trans Put into Res/Pro From Revenue	Planned Trans Withdrawn From Revenue	Growth	Capital & Other Receipts	Between Provisions	Estimated Balance 31.03.27
	£	**£**	**£**	**£**		**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
EARMARKED PROVISIONS													
I.T. & Systems Equipment Provision	**12,058.00**						**12,058.00**	2,700					14,758
Gateway Building Provision	**25,000.00**						**25,000.00**		-9,100				15,900
Gateway Square Maintenance	**0.00**			350.00	-250.00		**100.00**	2,500					2,600
Cemetery Provision	**27,032.72**				-15,780.15		**11,252.57**						11,253
Buildings Repair Provision	**38,503.97**						**38,503.97**	5,500					44,004
Elections Provision	**10,000.00**						**10,000.00**	5,000					15,000
Vehicle & Machinery Renewal Provision	**31,721.10**						**31,721.10**	27,000		-5,750			52,971
Play Equipment Provision	**22,752.18**						**22,752.18**	10,000					32,752
Memorials Provision	**0.00**						**0.00**						0
Christmas Lights Provision	**4,282.50**						**4,282.50**		-4,283				-1
Carvers Clubhouse Equipment Provision	**4,022.49**						**4,022.49**	1,000	-1,000				4,022
Ringwood Events Reserve	**17,833.12**						**17,833.12**		-13,667				4,166
Memorial Lantern	**0.00**						**0.00**						0
Carvers Grounds Dev Provision	**175.20**						**175.20**						175
Carvers Sheds feasibility	**0.00**						**0.00**					10,000	10,000
Infrastructure & Open Spaces	**18,370.77**						**18,370.77**	3,000					21,371
Open Space Security Measures	**1,406.04**						**1,406.04**						1,406
Neighbourhood Plan	**3,383.07**						**3,383.07**						3,383
Football development Project	**0.00**						**0.00**						0
Budget Underspends retained for use in following year	**5,500.00**		-5,500.00				**0.00**						0
Speedwatch	**1,650.00**			50.00			**1,700.00**						1,700
Flowerbeds	**0.00**						**0.00**						0
Total Provisions	**223,691.16**	**0.00**	**-5,500.00**	**400.00**	**-16,030.15**	**0.00**	**202,561.01**	**56,700.00**	**-28,050.00**	**-5,750.00**	**0.00**	**10,000.00**	**235,461.01**
RESERVES													
Earmarked Reserves:													
Crow Stream Maintenance	**12,960.46**						**12,960.46**		-1,000				11,960
Cemetery Maintenance	**40.00**						**40.00**		-40				0
Dev Cons(CIL)	**21,603.73**			11,109.86		1,643.03	**34,356.62**						34,357
Capital Receipts	**18,942.34**						**18,942.34**					-10,000	8,942
Grants Unapplied	**2,083.11**			516.00	-8,419.00	-1,643.03	**-7,462.92**		-13,158		19,508		-1,113
Loans Unapplied	**0.00**						**0.00**						0
Grounds Maintenance contract fees in advance (Ellingham PC)	**1,576.00**						**1,576.00**		-1,576				0
Total Earmarked Reserves and Provisions	**280,896.80**	**0.00**	**-5,500.00**	**12,025.86**	**-24,449.15**	**0.00**	**262,973.51**	**56,700.00**	**-43,824.00**	**-5,750.00**	**19,508.00**	**0.00**	**289,607.51**
General Reserve - Budget Under/Overspend	329,751.43						**329,751.43**						329,751
Key & Rent Deposits - Allotments	**20,382.99**				**-34.00**		**20,348.99**						20,349
Total Reserves & Customer Deposits	**631,031.22**	**0.00**	**-5,500.00**	**12,025.86**	**-24,483.15**	**0.00**	**613,074**	**56,700**	**-43,824**	**-5,750**	**19,508**	**0**	**639,708**

Paid Expenditure Transactions

Start of year 01/04/26

A

paid between 01/06/26 and 30/06/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
DD	01/06/26	6667		£62.95	£3.00	£59.95	P&F	SSE Southern Electric	Market Place AGR3046615 01/02/26 - 30/04/26	2000/1/1
3206	01/06/26	6670	RTC806948	£150.00	£0.00	£150.00	RLOS	Nikki Dance Parties	Kpop themed disco at Carvers clubhouse - for 30 children - Income generated	3802/2/7
DD	01/06/26	6677		£248.00	£0.00	£248.00	RLOS	New Forest District Council	Rates Cemetery June 2026	3200/1/5
DD	01/06/26	6678		£180.00	£0.00	£180.00	RLOS	New Forest District Council	Rates Carvers Clubhouse June 2026	3802/1/6
		6679/1		£8,493.72	£0.00	£8,493.72	P&F	Public Works Loan Board	Principle	2500/1/2
		6679/2		£1,904.27	£0.00	£1,904.27	P&F	Public Works Loan Board	Interest	2500/1/1
DD	01/06/26	6679		£10,397.99	£0.00	£10,397.99		Public Works Loan Board	PW499351	2500/1/2
3210	01/06/26	6686		£24.00	£0.00	£24.00	RLOS	Source 4 Business	New Allots 5072563401 10/25 - 4/26	3300/1/1
3211	01/06/26	6687		£139.97	£0.00	£139.97	RLOS	Source 4 Business	Cemetery 3443419601 10/25 - 4/26	3200/1/2
3212	01/06/26	6688		£38.31	£0.00	£38.31	RLOS	Source 4 Business	Crow Lane 5026181201 10/25 - 4/26	3000/1/8
3213	01/06/26	6689		£166.90	£0.00	£166.90	RLOS	Source 4 Business	MP 03 3443419603 10/25 - 4/26	3000/1/8
3214	01/06/26	6690		£47.06	£0.00	£47.06	RLOS	Source 4 Business	MP 04 3443419604 10/25 - 4/26	3000/1/8
3215	01/06/26	6691		£48.95	£0.00	£48.95	RLOS	Source 4 Business	S/Road Allots 3443419602 10/25 - 4/26	3300/1/1
3216	01/06/26	6692		£253.93	£0.00	£253.93	RLOS	Water2Business	MP 01 09001344 10/25 - 4/26	3000/1/8
3217	01/06/26	6693		£197.52	£0.00	£197.52	RLOS	Water2Business	MP 02 09001344 10/25 - 4/26	3000/1/8
		6748/1		£348.60	£58.10	£290.50	RLOS	Avon Materials Supplies Ltd	delivery and collection of bins	3100/1
		6748/2		£238.20	£39.70	£198.50	RLOS	Avon Materials Supplies Ltd	disposal of waste at half a tonne	3100/1
CONTRA	01/06/26	6748		£586.80	£97.80	£489.00		Avon Materials Supplies Ltd	Bins at Fireworks (Correction of posting tn 6608)	3100/1
3187	02/06/26	6626		£24.16	£4.03	£20.13	P&F	Itec	Gateway 24/04/26	2000/1/9
3189	02/06/26	6628		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/05/26 - 14/06/26	3802/3/1
DD	05/06/26	6731		£42.54	£7.09	£35.45	RLOS	Sky Business	05/06/26 - 04/07/26	3802/2/5
DD	08/06/26	6694		£109.44	£5.21	£104.23	RLOS	Yu Energy	May 2026	3802/1/3
DD	08/06/26	6764		£29.40	£1.40	£28.00	P&F	SSE Southern Electric	Market Place AGR5344619 01/05/26 - 07/05/26	2000/1/1
3223	09/06/26	6644	RTC806927	£11.45	£1.90	£9.55	RLOS	Elliott Brothers Ltd	Drill bits for repair of the carvers toilet door entrance	3000/2/3
3221	09/06/26	6647	RTC806900	£1,834.36	£305.74	£1,528.62	RLOS	Peter Noble Ltd	To repair the lower arm linkage and to carry out a full service as per the manufacturers guidelines	3000/3/2

Paid Expenditure Transactions

Start of year 01/04/26

A

paid between 01/06/26 and 30/06/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
3226	09/06/26	6648	RTC806938	£66.02	£11.00	£55.02	RLOS	England Garden Machinery	John Deere Link Pin for the three point linkage	3000/3/2
3205	09/06/26	6671	RTC806949	£211.84	£35.30	£176.54	RLOS	New Forest Ice Cream	Ice cream order for resale in café	3802/3/1
3209	09/06/26	6681	RTC806815	£9,802.80	£1,633.80	£8,169.00	Grant	G W Shelter Solutions	To manufacture and install new 3-bay cantilver bus shelter to replace existing shelter in Gorley Road Details as per quote GWQ2218.2b	20000
3229	09/06/26	6719	RTC806930	£100.00	£0.00	£100.00	RLOS	Julie Richardson	purchase 25 bales for Ringwoods Market Charter event 12.07.26 Carnival collecting after event .	3100/9
3232	09/06/26	6720	RTC806929	£413.06	£68.84	£344.22	RLOS	New Forest Ice Cream	Ice cream restock - café resale items	3802/3/1
3222	09/06/26	6721	RTC806920	£66.84	£0.00	£66.84	RLOS	Taste Vending Ltd	Coffee beans for clubhouse machine - resale item	3802/3/1
3231	09/06/26	6722	RTC806899	£99.48	£16.58	£82.90	RLOS	Elliott Brothers Ltd	4 x OSB boards for Market Charter event - Recreating the auction box 2.4 x 1.2 at 11mm thick Grounds team collecting	3100/9
3230	09/06/26	6723	RTC806891	£300.57	£50.09	£250.48	RLOS	New Forest Ice Cream	Café food item supplies for re sale	3802/3/1
3228	09/06/26	6733	RTC806934	£53.34	£8.89	£44.45	RLOS	Agrovista	5 litres of Foaming chemical and delivery	3000/2/9
3227	09/06/26	6734	RTC806895	£969.84	£161.64	£808.20	RLOS	Avoncrop	Praxys 2 x 2ltr bottles @ £92 per bottle (£184 total) Roundup provantage 4 x 5Ltr bottles @ £79.80 per bottle (£319.20 total) Primo Maxx 2 1 x 5Ltr bottle @ £305	3000/5/8
DD	09/06/26	6742		£364.86	£60.81	£304.05	P&F	Siemens	07/06/26 - 06/09/26 Xerox lease rental	2000/1/9
3224	09/06/26	6743		£20.90	£3.48	£17.42	RLOS	Itec	Carvers Clubhouse 220526	3802/2/2
3225	09/06/26	6744		£22.58	£3.76	£18.82	P&F	Itec	Gateway 220526	2000/1/9
3233	09/06/26	6745		£29.57	£0.00	£29.57	RLOS	Source 4 Business	Standpipe The Bickerley 3439521601 03/04/25 - 08/04/26	3000/1/8
3238	15/06/26	6680	RTC806954	£40.00	£0.00	£40.00	RLOS	Beverley Drew	Refund for double payment of Winter Wanderland 26 pitch - Customer paid £80 but only required to pay £40	3100/2

Paid Expenditure Transactions

Start of year 01/04/26

A

paid between 01/06/26 and 30/06/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
DD	15/06/26	6763		£370.08	£61.68	£308.40	RLOS	Grist Environemental Ltd	Cemetery June 2026 Waste removal	3200/2/8
DD	16/06/26	6685		£47.16	£7.86	£39.30	RLOS	3G	May 2026	3000/1/6
		6725/1		£216.00	£36.00	£180.00	RLOS	Abbas Cabins	Abbas cabins cubicle toilets x2	3100/9
3243	16/06/26	6725	RTC806825	£216.00	£36.00	£180.00		Abbas Cabins	2 x portaloo cabins confirmed for Market Charer event 2026 Payment required prior to toilets delivery 1st July 26	3100/9
3244	16/06/26	6739		£159.60	£26.60	£133.00	RLOS	Insight Security & Facilities Ltd	May 2026	3000/2/1
3239	16/06/26	6746	RTC806962	£179.39	£29.90	£149.49	RLOS	England Garden Machinery	Supply of Aspen fuel 2 stroke and straight fuel Supply of 5l chainsaw chain oil	3000/1/10
3235	16/06/26	6747	RTC806971	£2,091.89	£348.65	£1,743.24	RLOS	Northover Energy	Diesel use for everyday use by the grounds team	3000/1/10
3242	16/06/26	6753	RTC806973	£146.92	£24.49	£122.43	P&F	Cloudy Group	training session and set up of using sharepoint to set up an intranet (£234 less £87.08 credit)	2310/2
3240	16/06/26	6758		£822.29	£137.05	£685.24	P&F	Cloudy Group	May 2026 IT Support Licenses & Support	2000/1/12
3241	16/06/26	6759		£822.29	£137.05	£685.24	P&F	Cloudy Group	June 2026 IT Support Licences & Security	2000/1/12
3246	16/06/26	6760	RTC806979	£825.00	£0.00	£825.00	RLOS	Steamship Circus Ltd	3 x walkabout characters for 800th market charter event - walk from furlong through to market place and round. The furlong have agreed to sponsor 2 walkabouts for this entertainment - invoiced £550 + vat 275 per walkabout x 3 for 3 sets of 30 minutes	3100/9

Paid Expenditure Transactions

Start of year 01/04/26 A

paid between 01/06/26 and 30/06/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
3246	16/06/26	6765		-£825.00	£0.00	-£825.00	RLOS	Steamship Circus Ltd	Contra (part payment) for tn 6760, 3 x walkabout characters for 800th market charter event - walk from furlong through to market place and round. The furlong have agreed to sponsor 2 walkabouts for this entertainment - invoiced £550 + vat 275 per walkabout x 3 for 3 sets of 30 minutes	3100/9
3246	16/06/26	6766		£412.50	£0.00	£412.50	RLOS	Steamship Circus Ltd	Part payment , tn 6760 - Deposit for 800th Event, 3 x walkabout characters for 800th market charter	3100/9
DD	17/06/26	6727		£75.02	£3.57	£71.45	RLOS	Edf	Cemetery May 2026	3200/1/1
BP	17/06/26	6730		£9,950.68	£0.00	£9,950.68	P&F	Hampshire County Council	May 2026 Pension	2600/1/3
3247	17/06/26	6762	RTC806981	£85.00	£0.00	£85.00	P&F	Charmaine Bennett	Contribution to Eye Sight Examination and Prescription Glasses for DSE use	2310/3
FPI	18/06/26	6781		£204.60	£34.10	£170.50	P&F	Brightwater	Fees 15/06/26 - 14/07/26	2400/19
DD	19/06/26	6726		£391.38	£65.23	£326.15	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	June 2026 calls	2000/1/11
BP	19/06/26	6729		£10,748.05	£0.00	£10,748.05	P&F	Inland Revenue	May 2026 PAYE/NI	2600/1/2
		6618/1		£34.92	£5.82	£29.10	RLOS	Letters & Logos Ltd	Winter wanderland correx board date stickers	3100/2
		6618/2		£48.00	£8.00	£40.00	RLOS	Letters & Logos Ltd	Fireworks date stickers for correx boards	3100/1
3207	23/06/26	6618	RTC806919	£82.92	£13.82	£69.10		Letters & Logos Ltd	Correx boards date stickers - Ordering for display at town assembly ahead of th eevents this year	3100/2
3250	23/06/26	6668	RTC806945	£131.11	£21.85	£109.26	RLOS	England Garden Machinery	Repair of Stilhl MS261 Chainsaw. To include servicing and replacement of the chain	3000/3/2

Paid Expenditure Transactions

Start of year 01/04/26

A

paid between 01/06/26 and 30/06/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
3252	23/06/26	6675	RTC806953	£5,209.80	£868.30	£4,341.50	RLOS	Time2Display	Merchandise order for Market Charter Memorabelia Bank note x 1000 = £130 Badge x 1000 = £300 Pencil x 1000 = £200 Whiskey Glass x 250 = £724 Calendar x 250 = £580 Stickers x 6000 = £75 Pin badge x 1000 = £490 Coasters x 250 = £433	3100/10
3208	23/06/26	6682	RTC806939	£1,350.00	£225.00	£1,125.00	RLOS	Fleet Line Markers	Pitchmarker Q2 linemarker for marking out sports pitches. The price includes delivery	3000/2/9
3248	23/06/26	6702	RTC806917	£300.00	£50.00	£250.00	Grant	New Forest Metalwork Ltd	To repair the safety rail vandalised outside of the gateway. Quote to supply, shape, and fit the rail The costs are to come from the Gateway Square reserve	20000
3251	23/06/26	6772	RTC806986	£41.80	£0.00	£41.80	P&F	Charmaine Bennett	Business Miles - June 2026	2000/1/20
3249	23/06/26	6774	RTC806931	£18,936.18	£3,156.03	£15,780.15	Grant	G Farwell Ltd	To supply a complete overhaul service of the cemetery To clear site and create a level area Site set up Staged clearance using heavy machinery wood stockpile creation for buring levelling of area using rotovators and levelling bars Note to Finance Manager - This work is to come from the Cemetery Reserve	20000
3253	23/06/26	6783	RTC806987	£70.80	£11.80	£59.00	RLOS	Central Southern Security	Out of hours call out to fix alarm issue	3200/2/1
		6755/1		£34.58	£5.76	£28.82	PT&E	SSE Southern Electric	AGR3848393	4000/1/2
		6755/2		£71.77	£11.96	£59.81	PT&E	SSE Southern Electric	AGR5563405	4000/1/2
DD	24/06/26	6755		£106.35	£17.72	£88.63		SSE Southern Electric	May 2026 Carvers street lighting	4000/1/2
BP	25/06/26	6792		£33,340.78	£0.00	£33,340.78	P&F	Salaries	June 2026	2600/1/1
PAY	26/06/26	6791		£9.35	£0.00	£9.35	P&F	Lloyds Bank	Bank Charges June 2026	2000/1/18
Lloyds CC Jun 26 3	29/06/26	6616	RTC806922	£215.34	£26.40	£188.94	RLOS	Booker	Café items for resale	3802/3/1
Lloyds CC Jun 26 13	29/06/26	6617	RTC806921	£46.70	£0.00	£46.70	RLOS	Iceland	Frozen food order for café resale - purchased on credit card	3802/3/1

Paid Expenditure Transactions

Start of year 01/04/26 A

paid between 01/06/26 and 30/06/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
Lloyds CC Jun 26 6	29/06/26	6642	RTC806923	£53.34	£8.89	£44.45	RLOS	Pitchcare	5 l of bout foam for boom spraying large areas This is a credit card payment	3000/2/9
Lloyds CC Jun 26 8	29/06/26	6643	RTC806924	£41.94	£6.99	£34.95	RLOS	screwfix	2 x Squire locks for the 2 drop down barriers at the Bickerley This is a credit card payment	3000/2/9
Lloyds CC Jun 26 15	29/06/26	6653	RTC806942	£251.91	£34.26	£217.65	RLOS	Booker	cc - Food purchase for café - resale items	3802/3/1
Lloyds CC Jun 26 5	29/06/26	6654	RTC806943	£57.15	£0.00	£57.15	RLOS	Iceland	CC -café food items - resale	3802/3/1
Lloyds CC Jun 26 4	29/06/26	6672	RTC806950	£215.83	£33.81	£182.02	RLOS	Booker	Food order for café resale	3802/3/1
		6673/1		£39.99	£6.67	£33.32	RLOS	Amazon	Footballs for Carvers courts	3802/2/2
		6673/2		£9.99	£1.67	£8.32	RLOS	Amazon	Table tennis balls	3802/2/2
		6673/3		£7.53	£1.26	£6.27	RLOS	Amazon	Tennis shuttle cocks	3802/2/2
		6673/4		£13.80	£0.00	£13.80	RLOS	Amazon	Kitchen Ordering note pads	3802/3/1
		6673/5		£10.94	£1.82	£9.12	RLOS	Amazon	Tennis racket set for games area - x 2 and ball	3802/2/2
		6673/6		£1.15	£0.19	£0.96	RLOS	Amazon	Office blu tak	3802/2/1
		6673/7		£3.99	£0.00	£3.99	RLOS	Amazon	Activities wall planner - Office supplies	3802/2/1
Lloyds CC Jun 26 14	29/06/26	6673	RTC806951	£87.39	£11.61	£75.78		Amazon	CC - Multi items order - Carvers clubhouse	3802/2/2
Lloyds CC Jun 26 9	29/06/26	6683	RTC806956	£15.30	£2.55	£12.75	RLOS	In-Excess	CC - Items for building the auction box - Market Charter event Shed paint 6.95 brushe 3.50 2 x hinges for hatch 2.70 wood screws - 2.15	3100/9
Lloyds CC Jun 26 10	29/06/26	6684	RTC806957	£43.02	£7.17	£35.85	RLOS	Elliott Brothers Ltd	CC - Wooden edging for auction box at market charter event 3 x edging trims - 11.95 x 3 =35.85	3100/9
Lloyds CC Jun 26 2	29/06/26	6708		£247.20	£41.20	£206.00	P&F	Microsoft	18/04/26 - 17/05/26	2000/1/15
Lloyds CC Jun 26 1	29/06/26	6709		£175.56	£29.26	£146.30	P&F	Microsoft	18/04/26 - 17/05/26	2000/1/15
Lloyds CC Jun 26 7	29/06/26	6710		£18.96	£0.00	£18.96	P&F	When I Work	May 2026	2000/1/16

Paid Expenditure Transactions

Start of year 01/04/26

A

paid between 01/06/26 and 30/06/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
Lloyds CC Jun 26 11	29/06/26	6718	RTC806944	£57.10	£0.00	£57.10	RLOS	New Forest District Council	CC - Trade waste and recyling bags for café refuse	3802/2/1
Lloyds CC Jun 26 12	29/06/26	6732	RTC806935	£44.94	£7.49	£37.45	RLOS	UK Cleaning Supplies	64 toilet rolls for the cemetery use This is a credit card purchase	3200/1/4
Lloyds CC Jun 26 17	29/06/26	6741		£19.20	£0.00	£19.20	P&F	When I Work	June 2026	2000/1/16
		6768/1		£204.28	£25.55	£178.73	RLOS	Booker	café items	3802/3/1
Lloyds CC Jun 26 16	29/06/26	6768	RTC806982	£204.28	£25.55	£178.73		Booker	Café food item order number 93142856	3802/3/1
DD	29/06/26	6776		£23.36	£1.11	£22.25	P&F	SSE Southern Electric	Market Place AGR5563411 080526 - 31/05/26	2000/1/1
		6775/1		£37.80	£6.30	£31.50	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		6775/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD	30/06/26	6775		£40.20	£6.70	£33.50		Utility Warehouse	Cemetery June 2026	3000/1/6
FPI	30/06/26	6795		£50.96	£0.00	£50.96	RLOS	Sum Up	April 2026 Fees	3802/2/1
FPI	30/06/26	6796		£29.68	£0.00	£29.68	RLOS	Sum Up	May 2026 Fees	3802/2/1
NFDC Tfr3	30/06/26	6800		£27.06	£0.00	£27.06	P&F	New Forest District Council	NFDC Tfr3 June 2026 CC Charge	2000/1/18
NFDC Tfr3	30/06/26	6801		£21.08	£0.63	£20.45	RLOS	New Forest District Council	NFDC Tfr3 25/05/26 Purchases for resale	3802/3/1
NFDC Tfr3	30/06/26	6802		£2.57	£0.00	£2.57	RLOS	New Forest District Council	NFDC Tfr3 08/06/26 Purchases for resale	3802/3/1
NFDC Tfr3	30/06/26	6803		£19.57	£0.00	£19.57	RLOS	New Forest District Council	NFDC Tfr3 01/06/26 Purchases for resale	3802/3/1
		6806/1		£18.80	£0.00	£18.80	Counc	Ringwood Town Council	Milk, teabags etc	10000
		6806/2		£6.35	£0.00	£6.35	Counc	Ringwood Town Council	Dishwasher tablets	10000
		6806/3		£10.00	£1.67	£8.33	Counc	Ringwood Town Council	Elliotts paintbrush etc	10000
		6806/4		£3.80	£0.00	£3.80	Counc	Ringwood Town Council	Signed for letter CB	10000
Petty Cash June 2026	30/06/26	6806		£38.95	£1.67	£37.28		Ringwood Town Council	Petty Cash June 2026	10000
FPI	30/06/26	6808		£23.26	£0.00	£23.26	RLOS	Sum Up	June 2026	3802/2/1
Total				£115,628.02	£8,018.82	£107,609.20				

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POLICY AND FINANCE COMMITTEE 22nd July 2026

ACCOUNT BALANCES & TRANSFERS - 23.09.26

Account Name	**Balance @ 07.07.26**		**Transfer Required - 23.09.26**	**Movement - 23.09.26**	**Between Accounts**	**Predicted 23.09.26**
	£					**£**
Imprest (Current) Account	26,750		245,000	-251,000		20,750
Business Account	10,021					10,021
Investment Account (CCLA Ac)	365,000		-245,000			120,000
Petty Cash - Imprest (General)	161					161
Petty Cash - Carvers Clubhouse	50					50
VIC Change Float	0					0
Information Desk Float	75					75
TOTALS	**402,057**		**0**	**-251,000**	**0**	**151,057**

Note: Imprest and Business Accounts are with Lloyds Bank plc and the Investment Account is with CCLA

Notes:

1	**Imprest Account**	**£**
	Balance in Imprest A/c 07.07.26	26,750
	Pension & PAYE/NI Due July/Aug/Sept	-150,000
	Supplier Payments Plus Committed Orders	-86,000
	PWLB Loan 16.07.26	-15,000
	Transfer from CCLA 7.07.26	83,000
	Further transfer require to 23.09.26	162,000
	Est Balance in Imprest A/c 23.09.26	20,750

2 **Investment Maturity**

No investments due to mature

3 The bank accounts were reconciled at 30th June 2026

Proposed Transfer Authorised By:- ....

Date ....

A

	£	£
<u>**Monthly CIL Reserve Report to Policy & Finance Committee**</u>		
Balance Held In Reserves @ 31st March 2026		**21,6[illegible]3.73**
<u>Plus Receipts 2026/2027:-</u>		
<u>*Paid 23.04.2026:-*</u>		
Planning Ref: 24/10527 - 11-13 Meeting House Lane – erection of 1 dwelling	1,333.50	
Planning Ref: 20/10129 - 25 Market Place – convert 25A Market Place into a dwelling; conversion of Coach House into dwelling	2,855.61	
Planning Ref: 25/10797 - 72-74 Southampton Road – change of use to 3 residential dwellings	285.73	
Planning Ref: 23/1077 - 74 Eastfield Lane – erection of 2 dwellings	6,635.02	11,109.86
<u>Plus Transfers To CIL Reserve 2026/2027:-</u>		
Underspent MUGA returned to CIL fund from Grants Unapplied F/6465 Sept 25 P & F	1,643.03	1,643.03
<u>Less Expenditure 2026/2027:-</u>		
Balance Held In Reserves @ 31st May 2026		**34,356.62**
Less Agreed Allocations:-		
Poulner Lakes road upgrade - F/6423 21 May 2025	-15,000.00	
F/6533 Additional Anti Graffiti Paint For Taxi Rank (tn6756)	-228.00	
F/6519 March 2026 Taxi Rank Refurb Option 2 (tn6757)	-1,155.00	-16,383.00
Proposed Future Receipts/Expenditure:-		
<u>Forecast future Receipts</u>	106,323.60	
<u>Proposed Future CIL Expenditure:-</u>		
Cemetry Programme	-21,597.00	
Carvers Programme	-12,500.00	
Play Areas	-10,000.00	62,226.60
Balance After Agreed Allocations & Proposed Future Transactions		80,200.22

B

REPORT TO POLICY & FINANCE COMMITTEE – 22nd July 2026

FINANCIAL REGULATIONS

1. Background

1.1 The Council is required to maintain an effective system of financial control. Financial Regulations are one of the most important elements of this system. They need to be fit for purpose and regularly reviewed to ensure they remain so over time.

1.2 Financial regulations are reviewed annually, and any proposals for change are brought to Policy & Finance Committee for approval and endorsement before the regulations are updated. The financial regulations were last reviewed and amended in July 2025.

2. Financial Regulations Update

2.1 The National Association of Local Councils (NALC) makes template policies, including financial regulations, available to its members. The model financial regulations produced by NALC provide guidance to local councils in effectively managing their financial operations. They also ensure local councils consider, and react to, the latest legislation.

2.2 The model financial regulations emphasise customisation to fit the varying sizes and activities of councils. Councils are also able to add to the model regulations, to reflect their own local systems, structure and governance.

2.3 The most recent Model Financial Regulations were released in March 2025. A review of these regulations confirms that there are no material changes compared to those adopted by the Council in July 2025. However, a number of minor amendments are recommended to improve clarity and reflect modernisation updates.

2.4 A copy of the recommended amendments to the current Financial Regulations, is appended to this report.

2.5 The Financial Regulations adopted by the Council in July 2025 can be viewed on the Council's website via the financial information page. Please contact the office should you wish to receive a copy of the 2025 financial regulations via email.

2.6 The more significant changes proposed through this review are detailed below.

a) 2.7 has been updated in line with modern processes.

~~Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.~~ Backups are carried out in accordance with our IT provider and Edge software provider.

B

a) 3.11 wording to be amended from vouchers to receipts.

b) 5.9 to include the wording "unless the supplier is on the Approved Supplier List."

c) 5.9 to include the wording "including, where practicable, by using the Council's approved supplier list. This has been added in line with the Approved Supplier List 2025 Notes & Instructions to Users.

d) 6.4 amended as detailed below to reflect updated working processes.

"The relevant budget manager ~~shall examine~~ will match the invoices to the order ~~for arithmetical accuracy~~, and assign them to the appropriate expenditure heading. The Finance Officer will examine the invoices for arithmetical accuracy. The RFO shall take all steps to pay all invoices submitted, ~~and which are in order and marked as received~~, in a timely manner and in any event, within 28 days and report this at the next available Policy and Finance Committee Meeting".

e) 9.3 the addition of the wording "unless approved by the Clerk." To reflect realistic working practices.

f) The amendment of point (b) being "~~Vouchers for payments made from petty cash shall be kept, along with receipts, to substantiate the payment~~.All petty cash payments must be supported by receipts to substantiate the expenditure. Wherever possible, valid VAT receipts must be obtained to support VAT recovery.Amended for audit purposes and additional controls.

g) It is recommended that section 13.4 is removed, as it is no longer relevant.

3. RECOMMENDATION

It is recommended that:-

3.1 The Financial Regulations appended to this report be endorsed by the Town Council.

For further information please contact:

Michelle Gordon, Finance Manager

Tel: 01425 484723

Finance.manager@ringwood.gov.uk

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RINGWOOD TOWN COUNCIL

FINANCIAL REGULATIONS

(July 2025)

INDEX

These Financial Regulations were adopted by the Council at its meeting held on 30th July 2025.

1. GENERAL

1.1 These financial regulations govern the financial management by the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's standing orders.

1.2 Councillors are expected to follow these Regulations and not to entice employees to breach them. Failure to follow these Regulations brings the office of Councillor into disrepute.

1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4 In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Finance Manager has been appointed as RFO for this Council and these Regulations apply accordingly. The RFO;

1.5.1 acts under the policy direction of the council;
1.5.2 administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
1.5.3 determines on behalf of the council its accounting records and control systems;
1.5.4 ensures the accounting control systems are observed;
1.5.5 ensures the accounting records are kept up to date;
1.5.6 seeks economy, efficiency and effectiveness in the use of council resources; and
1.5.7 produces financial management information as required by the council.

1.6 The council must not delegate any decision regarding:

1.6.1 setting the final budget or the precept (Council Tax Requirement);
1.6.2 the outcome of a review of the effectiveness of its internal controls;
1.6.3 approving accounting statements;
1.6.4 approving an annual governance statement;
1.6.5 borrowing;

B

1.6.6 declaring eligibility for the General Power of Competence; and

1.6.7 addressing recommendations from the internal or external auditors.

1.7 In addition, the council or a delegated committed, shall:

1.7.1 determine and regularly review the bank mandate for all council bank accounts;

1.7.2 authorize any grant or a single commitment in excess of £15,000.

2. RISK MANAGEMENT AND INTERNAL CONTROL

2.1 **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2 The Clerk, with the RFO, shall prepare, for approval by the Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3 When considering any new activity, the Clerk, with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5 The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity, including any exceptions, shall be reported to and noted by the Policy & Finance Committee.

2.7 ~~Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.~~ Backups are carried out in accordance with our IT provider and Edge software provider.

3. ACCOUNTS AND AUDIT

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2 **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return, in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements~~,~~ the RFO shall submit them (with any related documents) to the council within the timescales required by the Accounts and Audit Regulations.

3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records, and internal control system in accordance with proper practices.

3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7 The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8 The council shall ensure that the internal auditor:

- Is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- Can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the council.

3.9 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in The Practitioners Guide.

3.11 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and ~~vouchers~~receipts and display or publish any notices as required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. BUDGET AND PRECEPT

4.1 **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2 Budgets for salaries and wages, including employer contributions shall be reviewed at least annually in October for the following financial year. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3 No later than the end of December each year, The RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4 The RFO may also prepare a three-year forecast of expenditure and income including capital receipts which shall be updated to take account of decisions relating to the annual budget, precept and use of reserves together with other emerging issues which might impact the budget.

4.5 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council or a delegated committee.

4.6 Each committee shall review its draft budget and submit any proposed amendments to the Policy and Finance committee not later than the end of November each year.

4.7 The draft budget with any committee proposals and three year forecast (if available), including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Finance Committee and a recommendation made to the council.

4.8 Having considered the proposed budget and forecast (if available), the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.9 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4.10 The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.11 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.12 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or relevant committee.

B

4.13 Each individual budget entry will have an identified budget manager who will have overall responsibility for controlling spend against that budget. The budget manager will be an officer of the Council.

5. PROCUREMENT

5.1 Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2 Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.3 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.4 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph *5.12*) obtain prices as follows:

5.5 For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.6 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

5.7 For contracts greater than £5,000 excluding VAT the Clerk, RFO or Budget Manager shall seek at least 3 fixed-price quotes;

5.8 Where the value is between £1,000 and £5,000 excluding VAT, the Clerk, RFO or Budget Manager shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers; unless the supplier is on the Approved Supplier List.

5.9 For smaller purchases, the Clerk, RFO or Budget Manager shall seek to achieve value for money, ~~.~~ including, where practicable, by using the Council's approved supplier list.

5.10 Contracts must not be split into smaller lots to avoid compliance with these rules.

5.11 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

B

5.12 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.13 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.14 Ringwood Town Council is an accredited Living Wage Employer and when procuring services for the Council officers shall wherever practicable:

- include in tender documentation questions about fair work practices including payment of the Living Wage and
- seek to negotiate in every relevant procurement contract clauses relating to payment of the Living Wage and restricting the right to sub-contract in the form recommended from time to time by the Living Wage Foundation.

5.15 Expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

5.15.1 the council or an appropriate committee for all individual items of £15,000 and above (as evidenced by a Minute of a relevant meeting); and

5.15.2 the relevant Budget Manager for all individual items below £15,000 (as evidenced by a Purchase Order that has been either assigned to or approved by the Budget Manager and approved by a different officer from the one it is assigned to).

Purchases may not be disaggregated to avoid controls imposed by these regulations. Each budget manager is responsible for seeking advice from the RFO on the budget code applying to each item of expenditure and/or advice from the Clerk on the relevant legal power to incur it if they judge that such advice is needed. The RFO shall have power to alter the coding of expenditure which has (in the opinion of the RFO) been coded incorrectly by a budget manager at any time and by making a journal transfer if necessary.

5.16 No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.18 Subject to regulation 5.21 & 5.22 below, no expenditure may be authorised that will exceed the amount provided in the budget for that class of expenditure by more than £100 or ten per cent (whichever is the greater) other than by resolution of the council, or duly delegated committee.

5.19 During the budget year and with the approval of Council, or duly delegated Committee, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (‘virement’).

5.20 Where income is expected that is linked to or dependent upon a class of expenditure (e.g. from the sale of catering supplies or in connection with public events), expenditure in excess of the approved budget may be authorized by the Budget Manager in consultation with the RFO, if it is fully off-set by income earned.

5.21 In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

5.22 Budget managers may, with the approval of the Clerk and the RFO, transfer or vire a limited amount of any of their unspent non payroll budget to enable increased expenditure in other non payroll related budgets. A maximum of 20% from an existing budget may be transferred and the maximum that can be transferred from any budget area is £500. This is subject to there being no overall increase in the budget. Any such budget transfer will be reported to Policy & Finance Committee and will be for the current year only unless member approval is granted to make the budget transfer permanent.

5.23 No expenditure shall be authorized, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, the requisite borrowing approval has been obtained first.

5.24 The RFO shall regularly provide the council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared monthly with effect from the third month of the financial year (except in August) and shall be supplemented with a report from the RFO on the overall budget position, explanations of material variances and, where practicable, comment on the expected out-turn at year-end. Routine budget comparison reports may be limited to main budget headings only but the RFO will produce a detailed report including budget sub-headings if requested.

5.25 The council may maintain a list of approved suppliers on the following conditions:

a) the list shall identify suppliers and specify the types of goods, materials, works or services that may be ordered from each;

b) the RFO may admit a supplier to the list only after due enquiry has been made to establish that it is willing and able to provide good value for money;

c) the RFO shall review each supplier's membership of the list every three years to ensure that it remains willing and able to provide good value for money and if unsatisfied on this point may remove the supplier from the list;

d) any potential supplier may apply to the RFO at any time for admission to the list;

e) the RFO shall report to the Policy & Finance Committee all admissions to and removals from the list; and

f) the Policy & Finance Committee shall review the list at least once a year and may resolve to admit or remove any supplier from it or alter the categories of goods, materials, works or services relating to a supplier on the list at any time.

6. BANKING AND PAYMENTS

6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be reviewed annually for safety and efficiency & as soon as reasonably practical following the departure of a signatory.

6.2 The RFO shall prepare a schedule of all payments, forming part of the Agenda for the Meeting and present the schedule to the Policy and Finance Committee. That

B

Committee shall review the schedule for compliance and, having satisfied itself shall endorse it by a resolution of the Committee. The approved schedule shall be signed by the Chairman of the Meeting and a second committee member at the meeting or as soon as practicable thereafter. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarized to remove public access to any personal information. Other personal data shall also be redacted in appropriate cases.

6.3 All invoices for payment shall be examined and verified by the relevant budget manager to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council. The budget manager will mark the order as received when appropriate.

6.4 The relevant budget manager ~~shall examine~~ will match the invoices to the order ~~for arithmetical accuracy~~, and assign them to the appropriate expenditure heading. The Finance Officer will examine the invoices for arithmetical accuracy. The RFO shall take all steps to pay all invoices submitted, ~~and which are in order and marked as received~~, in a timely manner and in any event, within 28 days and report this at the next available Policy and Finance Committee Meeting.

6.5 The Clerk and RFO shall have delegated authority to authorise the payment of items as set out in section 5 and in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and Finance Committee;

b) An expenditure item authorised under 7.4 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and Finance Committee; or

c) fund transfers within the councils banking arrangements up to the sum of £50,000, per month, per account, provided that a list of such transfers shall be submitted to the next appropriate meeting of the Policy and Finance Committee.

6.6 In respect of grants the Policy & Finance Committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

6.7 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorize or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

6.8 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6.9 Any changes in the recorded details of suppliers, such as bank account records, shall be approved by the Clerk or RFO.

B

7. ELECTRONIC PAYMENTS

7.1 The council will make safe and efficient arrangements for the making of its payments.

7.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO may give instruction that a payment shall be made.

7.3 Payments not exceeding £50,000 may be made by the RFO (and/or any assistant authorized by the RFO) on the bank account by BACS and/or online transfer if supported by a Purchase Order receipted or an invoice examined and verified as described in Financial Regulations 5 and 6 above and shall be reported to the Policy & Finance Committee at the next convenient meeting.

7.4 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by the RFO. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.5 Payment for certain items (principally Salaries) may be made by bank transfer provided that the instructions are authorized by the RFO and any payments are reported to the Policy & Finance Committee.

7.6 All authorized signatories may have access to view the Council's bank accounts online.

7.7 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

7.8 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

7.9 Members and officers shall ensure that computers used for the council's financial business have adequate security with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.10 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of officers and/or councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

7.11 Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any computer used for council banking.

7.12 Account details for suppliers may only be changed upon written notification by the supplier verified by either the Clerk or the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

8. CHEQUE PAYMENTS

8.1 Cheques or orders for payment drawn on the bank account shall require any two signatures of the Clerk, the Deputy Clerk, the RFO or Members for sums under £1,000 or two members of the Council or one member and countersigned by the Clerk in any other case.

B

8.2 If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

8.3 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and invoice.

9. PAYMENT CARDS

9.1 Credit Cards may be issued to any Budget Manager by the RFO in conjunction with the Clerk provided that the credit limit on the account shall not exceed £10,000 and arrangements are made to ensure the full balance shown on each monthly statement is paid by the due date to ensure that no interest shall become payable.

9.2 It will be the responsibility of the Budget Manager using such card to raise a Purchase Order for each transaction in the usual way.

9.3 Personal credit or debit cards of members or staff shall not be used under any circumstances, unless approved by the Clerk.~~.~~

10. PETTY CASH

10.1 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) The RFO shall maintain 2 petty cash floats of £200 (Office) and £100 (Carvers Clubhouse) for the purpose of defraying operational and other expenses.

b) ~~Vouchers for payments made from petty cash shall be kept, along with receipts, to substantiate the payment.~~All petty cash payments must be supported by receipts to substantiate the expenditure. Wherever possible, valid VAT receipts must be obtained to support VAT recovery.

~~b)~~

c) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

d) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Policy & Finance Committee under 6.2 above.

e) A further float may be established from time to time to defray operational expenditure in respect of events. Such floats will be subject to the same controls that are set out above in paragraph 10, a) to d).

11. PAYMENT OF SALARIES

11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

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11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3 Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or Staffing committee.

11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8 Before employing staff for new positions, the council must consider a full business case.

12. LOANS AND INVESTMENTS

12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets or loans to be repaid within the financial year) must be approved by the full council or delegated committee following a written report on the value for money for the proposed transaction.

12.3 The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4 All investments of money under the control of the council shall be in the name of the Council.

12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations.

13. INCOME

13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2 The council will review all fees and charges for work done, services provided or goods sold at least annually, as part of the budget setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the Council.

13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4 ~~All sums received on behalf of the council shall be deposited intact with the council's bankers with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.~~

13.5 Personal cheques shall not be cashed out of money held on behalf of the council.

13.6 Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

13.7 Where any significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2 Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. STORES AND EQUIPMENT

15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

16. ASSETS, PROPERTIES AND ESTATES

16.1 The Clerk shall make appropriate arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item of tangible movable property does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. INSURANCE

17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2 Budget managers shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. CHARITIES

18.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

19.1 The council shall review these regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these financial regulations.

19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the

B

suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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REPORT TO POLICY & FINANCE COMMITTEE – 22nd JULY 2026

FINANCIAL RISK ASSESSMENT

1. Background

1.1 The Town Council is required to carry out an annual Financial Risk Assessment. The Risk Assessment identifies risks in several areas, together with controls that have been implemented and are actively monitored as part of the Council's system of internal control. These include Financial Regulations, regular budget monitoring, Member oversight, and ongoing compliance checks carried out by the RFO. The purpose of the Financial Risk Assessment is to identify and evaluate risks to the Council's financial management and to ensure that appropriate controls are in place to mitigate those risks.

1.2 The last risk assessment was carried out in July 2025. Whilst economic conditions have stabilised compared to the previous year, financial pressures remain. Inflation continues to affect the Council's operating costs and the need for careful financial planning. The Financial Risk Assessment has therefore been reviewed to ensure that financial risks continue to be identified and managed appropriately. The Financial Risk Assessment forms part of the Council's overall system of internal control and supports compliance with the requirements of the Practitioners' Guide (AGAR Proper Practices). The Financial Risk Assessment is reviewed annually by the Policy & Finance Committee and approved by Full Council.

2. Financial Risk Assessment 2026/27

2.1 The revised assessment has been restructured to align with key financial control areas, including governance, financial management, banking, procurement, accounting and business continuity. In addition, existing controls have been strengthened to reflect current NALC guidance, AGAR 'Proper Practices', and internal audit expectations. The overall impact of these changes is to strengthen the Council's financial control framework and ensure that risks are more clearly identified, assessed and managed.

2.2 Appendix 1 details the requested additions and changes, however I would like to highlight two amendments that will require further attention.

2.2.1 Hazard – Reserves

It is recommended that the wording of the Reserves risk assessment controls is updated to align with the Practitioner Guide 2026–27. This guidance states that general reserves should typically be maintained at between 3 and 12 months of net revenue expenditure.

Applying a 50% precept benchmark would require reserves of £370,421 for 2026–27. However, based on the approved expenditure budget of £1,055,345 for 2026-27, the recommended range per the Practitioners' Guide guidance is £263,836 to £1,055,345.

The current General Reserve stands at £329,751, which equates to approximately 3¾ months of expenditure. This places the Council at the lower end of the recommended range.

General reserves are held to manage financial risk, support cash flow, and cover unexpected costs. Earmarked reserves are separate and held for specific purposes.

Members are asked to note the current position and its alignment with best practice. It is recommended that, within the Practitioners' Guide range of 3–12 months of net revenue expenditure, a working assumption of 6 months is used as an appropriate benchmark, taking into account the Council's risk profile and future financial pressures.

Reserves are reviewed annually as part of the budget-setting process and monitored regularly through financial reporting to Members.

2.2.2 Hazard – Operational Disruption

A Business Continuity Plan is in place to manage operational disruption; however, it is recommended that this is reviewed and updated to ensure it remains fit for purpose and reflects current risks, including loss of key staff and IT systems.

3. RECOMMENDATION

It is recommended that: -

3.1 The updated Financial Risk Assessment be reviewed and approved as part of the Council's system of internal control.

3.2 That the position of the Reserve is noted and the control is brought in line with the Practitioners Guide recommendations.

3.3 A target Reserve level of 6 months is agreed.

For further information please contact:

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RINGWOOD TOWN COUNCIL

FINANCIAL RISK ASSESSMENT 2026/27

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Legal/ Administration	Failure to comply with HMRC PAYE requirements	Maintenance of comprehensive records of ~~Income Tax and National Insurance deductions from payroll and employer's contributions~~ PAYE, NI and pension deductions. Specialist payroll agent engaged to submit RTI returns to HMRC and calculate monthly payments (checked by Deputy Clerk and RFO before payment).	Low	Medium	**2**
Legal/ Administration	Incurring Expenditure without proper legal authority	Clerk holds ~~CiLCA~~ FILCA qualification. ~~Minutes record the powers under which expenditure is incurred~~. Financial Regulations and Standing Orders are applied to all spending decisions, with Member approval required where delegation limits are exceeded.	Low	Low	**1**
Legal/ Administration	Failure to maintain accurate records of Council Assets	Maintain a comprehensive asset register. ~~Record key assets in simplified Asset Register in finance software.~~ Finance staff record all acquisitions and disposals in finance software. Carry out periodical inventory checks.	Low	Low	**1**
Legal/ Administration	Failure to comply with HMRC VAT regulations	RFO holds ~~CiLCA~~ FILCA qualification. Finance staff check VAT coding of all transactions. Refer to HMRC Guidance. Seek further guidance where necessary. Ensure that Input and Output tax are accurately recorded. Register for Making Tax Digital. Complete and submit VAT returns online promptly.	Low	Medium	**2**
Legal/ Administration	Failure to comply with employment legislation	Retain the services of an HR consultancy to advise on HR matters and disputes. Legal cover through Zurich insurance policy.	Low	Low	**1**

Key: 1 Low / 2 Medium / 3-6 High

C

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Legal/ Administration	Noncompliance with data protection legislation, risk of fines or penalties	Regularly review the data protection measures and ensure awareness of the requirements amongst staff. Ensure that confidential data is only held where necessary, according to the Council data retention policy, that confidential records are held on secure systems. Subscribe to ICO annually.	Medium	High	**6**
Legal/ Administration	Failure of Members to scrutinise finances	Detailed budget and financial monitoring reports are presented regularly to Committee and Full Council. Members are provided with training and guidance to support effective scrutiny and challenge (scrutiny panels).			
Legal/ Administration	Failure to maintain Financial Regulations	Financial Regulations are formally reviewed at least annually by the Policy & Finance Committee and approved by Full Council. The Regulations are applied to all financial activity and provide clear procedures for procurement, payments, and financial control. Compliance is monitored by the RFO through regular review of financial processes, and any breaches or required updates are reported to Members and addressed promptly.			
Legal/ Administration	Cybersecurity & IT Systems	Retain the services of an IT consultancy to advise on cybersecurity matters & IT systems. Ensure the IT consultants have experience in the local council sector and can provide services covering all aspects of the council's cybersecurity & IT needs. Maintain a robust internal IT Policy for staff and councillors.	Low	High	**3**
Financial	Poor Financial Management	Scheme of Delegation defines responsibilities for the financial affairs of the Council. Maintain & review Financial Regulations and Standing Orders. Maintain an effective budgetary control and financial reporting system. Commission annual independent internal audit and act upon any recommendations. Continue development of an internal finance procedures manual as a staff training aid. Closely monitor bank balances to ensure maintenance of surplus and avoid any interest charges or penalties.	Low	High	**3**

Key: 1 Low / 2 Medium / 3-6 High

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Risk	Hazard	Controls	Probability	Impact	Risk weighting
Financial	Failure to set a precept and a balanced budget	Ensure that the precept is determined following scrutiny of the detailed requirements for all income and expenditure budgets. Ensure that presentation to Committee of budget proposals follows an agreed timetable. The Annual budget agreed and approved by full Council by the end of January each year.	Low	Medium	**2**
Financial	Adequacy of Reserves to meet necessary unplanned expenditure	Reserves equivalent to 10% of annual budgeted spend available for immediate use. ~~Maintain General Reserve at around 50% of the annual precept.~~ The minimum level of the General Reserve should be maintained at between 3 and 12 months expenditure (5.34 Practitioners Guide 26/27). Carry out an annual review of reserves and maintain balances of earmarked reserves & Provisions according to the Reserves Policy. Keep sufficient proportion of cash investments available for immediate use to avoid any requirement for borrowing.	Medium	High	**6**
Financial	Actual income and/or expenditure deviating from budget	Annual budget identifies staff members responsible for each budget heading. Effective credit control process in place. RFO monitors actual performance against budget and produces monthly budget comparison reports to Policy & Finance Committee from end of ~~P2~~ Qtr 1.. Additional inflationary and other financial risks mitigated by reserves	Medium	Medium	**2**
Financial	Capital Project costs deviating from budget	Capital projects subject to detailed budget monitoring. Independent advice sought in preparation and control of capital project budgets. Regular stage reviews of progress and performance against budget to be presented to members.	Medium	High	**6**
Financial	Reduction/Loss of Income	Inflation, interest rates, balances held and the condition of the wider economy puts income at risk. Regular monitoring of income to identify emerging variances and effective credit control to minimize any shortfall. Annual review of charges and service demand to ensure achievable income targets. Where practical, use of long term service contracts to secure income over several years. Maintenance of appropriate reserves to cover any significant and unanticipated loss of income.	High	High	**5**
Financial	Failure to maintain an effective payments system	Financial Regulations assign responsibilities for control of expenditure. RFO establishes clear payment processes supported by appropriate documentation and monitors compliance. Separation of duties in initiating and authorizing expenditure. Order approval required before order	Low	Low	**1**

Key: 1 Low / 2 Medium / 3-6 High

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Risk	Hazard	Controls	Probability	Impact	Risk weighting
		placement or commitment. Goods receipted before payment, where possible.~~.~~			
Financial	Control of Payroll and Pension costs	All overtime payments pre-authorised by Clerk. Council agree pay scales and progression. Payroll outsourced to specialist payroll contractor. RFO monitors spend against budgets and prepares annual payroll budgets on a zero based approach. Payments only to bone fide employees. Monthly returns to HMRC and HCC (pensions).	Low	Medium	**2**
Financial	Failure to ensure proper use of funds under specific powers (e.g. s137)	Ensure that all expenditure under specific powers is separately recorded in the General Ledger when required. Ensure that statutory limits on such expenditure are not breached. Ensure that grant applications are complete and fully supported prior to submission to Council for approval and that all approvals are recorded in Council minutes.	Low	Medium	**2**
Financial	Risk of claims from other parties as a result of providing a service	Undertake risk assessment before providing any new service. Committee approval of business case required before any new and/or commercial venture is undertaken. Ensure that appropriate insurance cover is in place.	Low	Medium	**2**
~~Financial~~ Banking, Fraud & Treasury	Loss of money through phishing scams, CEO fraud bogus account details change, or other fraud	Financial Regulations and payment processes instituted by RFO. All payments to authorised recipients. Expenditure only against agreed budgets and according to authorised and receipted orders. Restricting access to Finance software. Bank reconciliations to ensure that all transactions correspond with those duly authorised in the General Ledger. Maintain awareness of scam and fraud techniques.	Low	High	**3**
~~Financial~~ Banking, Fraud & Treasury	Loss of money through theft or misappropriation	Determine responsibility for cash at all locations. Issue numbered receipts for all income. Ensure that effective arrangements are in place for prompt recording and banking of all cash received. Carry out monthly bank reconciliation. Ensure that the Council holds adequate fidelity guarantee insurance. Ensure that secure arrangements are in place for all monies held pending banking. Reconcile petty cash monthly with all expenditure backed by receipts and allocated against approved budgets.	Low	Medium	**2**

Key: 1 Low / 2 Medium / 3-6 High

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Risk	Hazard	Controls	Probability	Impact	Risk weighting
~~Financial~~ Banking, Fraud & Treasury	Incorrect or inappropriate use of Council Credit Cards	Monthly statements checked by the ~~RFO~~ FOto ensure that expenditure is against approved orders. Accounts settled in full each month. Use of credit cards subject to Council Financial regulations and standing orders. Cards subject to a modest credit limit. Cards only to be used where the standard ordering system cannot be used.	Low	low	**1**
Banking, Fraud & Treasury	Unauthorised bank mandate changes	Bank mandates and authorised signatories are formally approved and reviewed periodically. Changes require dual authorisation and verification. Access to online banking is restricted.	Low	High	**5**
Banking Fraud & Treasury	Bank/Investment Failure	An approved investment strategy is in place. Funds are held only with approved, reputable institutions. Balances and investment performance are reviewed periodically.	Low	High	**5**
Procurement, Contracts & Grants	Failure to follow procurement rules	Financial Regulations define procurement thresholds. Multiple quotations or formal tenders are obtained as required. Value for money is demonstrated and decisions are recorded.	Low	Medium	**2**
Procurement, Contracts & Grants	Poor Contract Management	Contracts are monitored by officers to ensure delivery, value, and compliance with agreed terms. Performance updates are reported to Members where appropriate.	Medium	Medium	**2**
Procurement, Contracts & Grants	Grant Misuse	Grant applications are assessed against approved criteria. Awards are approved by Members. Conditions are attached where appropriate, including requirements for evidence of expenditure. Grant awards are very modest.	Low	Medium	**2**

Key: 1 Low / 2 Medium / 3-6 High

C

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Procurement, Contracts & Grants	Failure to monitor grants	Grant recipients are required to provide appropriate evidence of how funds have been used. Post-award reviews are undertaken and reported.	Low	Medium	**2**
Accounting & Reporting	Incorrect year-end accounts	Accounts are prepared by the RFO in accordance with proper practices. Supporting working papers are maintained and subject to internal audit review prior to AGAR completion.	Low	High	**5**
Accounting & Reporting	Failure to submit AGAR	A clear annual timetable is maintained to ensure statutory deadlines are met. Responsibilities for preparation, review and submission are defined.	Low	High	**5**
Accounting & Reporting	Public inspection non-compliance	Public rights are exercised in accordance with statutory requirements. Notice is given and documentation made available as required.	Low	Medium	**4**
Business Continuity	Loss of key staff	Key procedures are documented. Staff are cross-trained where possible. External locum or professional support can be engaged if required.	Medium	High	**6**
Business Continuity	Loss of systems	Regular system backups are taken and tested. Access to cloud-based systems ensures continuity. IT support providers respond to incidents.	Low	High	**5**

Key: 1 Low / 2 Medium / 3-6 High

C

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Business Continuity	Operational disruption	A Business Continuity Procedure is in place. Major review due.	Low	High	**5**
Assets	Protection of Assets	All assets over a prescribed de minimis level recorded in an asset register and that register audited at least bi-annually.	Low	low	**1**
Assets	Security of buildings	Buildings fitted with alarms and/or CCTV as appropriate. Adequate insurance cover maintained against loss through theft or vandalism.	Medium	Medium	**2**
Assets	Maintenance of Assets	Buildings to be subject to a planned maintenance schedule. An earmarked buildings reserve fund to be maintained to cover any unplanned buildings repairs or maintenance costs. Vehicles, plant and machinery to be regularly serviced and replaced at end of life.	Low	Medium	**2**

Key: 1 Low / 2 Medium / 3-6 High

D

POLICY & FINANCE COMMITTEE – 22nd July 2026

SUBSCRIPTIONS

1 Introduction and Reason to the Required Report

1.1 Good governance requires that the subscriptions paid by the Council for memberships (by the council itself or by individual officers) should be regularly reviewd. The Council has delegated to this Committee the task of undertaking these reviews.

1.2 The subscriptions were reviewed by this committee in July 2025 and a further review is therefore due.

2 Background Information and Policy

2.1 A list of current subscriptions (correct as at the 26th June 2026 is set out in the table below.)

Body	Description	Type	Cost[1]	Renewal date
Institute of Cemetery & Crematorium Management	Provides guidance on policy and best practice to burial authorities and access to specialist training and materials for staff.	Council	£110.00	1 April
Grounds Management Association (formerly The Institute of Groundsmanship)	Provides guidance and training on provision of sports surfaces	Council	£165.66	3 April
Hampshire Assoc. Of Local Councils (HALC)	HALC Affiliation Fees	Council	£1400.00	1 April
Hampshire Assoc. Of Local Councils	NALC Levy	Council	£988.00	1 April
Information Commissioner's Office	Registration GDPR (legal requirement)	Council	£73.00	1 Aug.
Ringwood & District Community Association	Affiliation to the charity which runs Greyfriars Community Centre	Council	£25.00	1 Oct.
Society of Local Council Clerks	Provides support, advice and training for town and parish clerks. (Trade union is now separate.)	Staff (Town Clerk)	£300.00	1 May

[1] Annual cost at last renewal excluding VAT.

Society of Local Council Clerks	Provides support, advice and training for town and parish clerks.	Staff (Deputy Town Clerk)	£253.00	1 Jan.
Canva Pro	Subscription to design professional marketing materials, social media graphics, and presentations.	Council	£83.33	1 March
Community First New Forest	Central hub connecting volunteers, charities, and people in need.	Council	£10.00	1 Aug.
When I Work	Data collection tool for monitoring working hours for Carvers staff	Council	230.40	Monthly

Notes

- This list should be reviewed by members at each annual meeting of the Council.
- A motion requiring that a subscription be reconsidered, not renewed or terminated may be made at any time as a written motion requiring notice in accordance with standing orders.
- Subscriptions will automatically continue unless and until terminated in accordance with a resolution to that effect and whatever termination process the subscription includes.
- Officers will renew current subscriptions upon their expiry unless directed by a resolution not to do so.

3 Issues for Decision and Any Recommendations

Members are invited to:

3.1 Note this report or propose any changes desired.

For further information, contact:

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E

Ringwood Town Council

Approved Suppliers List

Contents

1. Version Control

Event	Description	Date
Initial adoption	Approval by Policy & Finance Committee	20.07.2022
Annual review	Approval of updated list by Policy & Finance Committee	

2. Notes and instructions to users

2.1 Managers should only recommend suppliers for the Approved Supplier List if they offer good value, quality service, and have a strong track record. Any conflicts of interest must be discussed with the Clerk before inclusion.

2.2 Goods and services may be procured from any supplier (other than a Blocked Supplier) subject to normal procurement processes designed to ensure fair treatment of suppliers and good value for the use of public money.

2.3 The procurement of goods and services individually costing less than £5,000 and of the authorised type from an Approved Supplier will, however, be exempt from the requirement to seek alternative estimates or quotes. (Officers must not disaggregate purchases in order to avoid competitive procurement of individual purchases worth more than £5,000.)

2.4 Goods or services must not be bought from a Blocked Supplier unless this is expressly authorised by a specific committee or council decision.

2.5 Any supplier may apply at any time to become an Approved Supplier and after suitable due diligence by officers, such requests shall be considered by the Policy & Finance Committee.

2.6 The Policy & Finance Committee shall make all decision on whether suppliers shall be admitted as Approved Suppliers, removed as Approved Suppliers or designated Blocked Suppliers.

2.7 The Policy & Finance Committee shall review the status of every Approved Supplier or Blocked Supplier at least once every year.

E

3. List of Suppliers

Approved Suppliers			
1st Stop Cleaning	Cleaning services	July 2026 (reviewed)	July 2027
Avoncrop Amenity Products	Turf management products (chemicals)	July 2026 (reviewed)	July 2027
Booker	Catering supplies	July 2026 (reviewed)	July 2027
Brandon Hire Station	Tool and equipment hire	July 2026 (reviewed)	July 2027
Central Southern Security Ltd	Site security services	July 2026 (reviewed)	July 2027
Collier Turf Care	Turf care products	July 2026 (reviewed)	July 2027
COMAX UK Ltd	Catering and janitorial supplies and services	July 2026 (reviewed)	July 2027
Concentrate / Juice	Website provider	July 2026 (reviewed)	July 2027
Daniel Shutler	Grounds maintenance services	July 2026 (reviewed)	July 2027
ECO Sustainable Solutions Ltd	Supply of aggregates, gravel, soils, etc.	July 2026 (reviewed)	July 2027
Elliott Brothers Ltd	Tools, hardware and building supplies	July 2026 (reviewed)	July 2027
England's Garden Machinery	Equipment repair and servicing. Supply of spare parts.	July 2026 (reviewed)	July 2027
Evans Asbestos Ltd	Removal & disposal of asbestos	July 2026 (reviewed)	July 2027
Fleet (Line Markers) Ltd	Equipment repair and servicing. Supply of spare parts.	July 2026 (reviewed)	July 2027
G W Shelter Solutions	Bus shelters including repairs and parts	July 2026 (reviewed)	July 2027
H & W Creative	Graphic Design	July 2026 (reviewed)	July 2027
Hampshire County Council	Office equipment and supplies. Janitorial supplies.	July 2026 (reviewed)	July 2027
Hunt Forest Group	Vehicle and equipment repair and servicing. Supply of spare parts.	July 2026 (reviewed)	July 2027
Insight Security & Facilities Ltd	Site security services	July 2026 (reviewed)	July 2027
Letters & Logos Ltd	Printing and supply of promotional materials	July 2026 (reviewed)	July 2027
M J Coakley Electrical	Electrical safety testing and other electrical services	July 2026 (reviewed)	July 2027
Marston Recovery (Marston Holdings)	Enforcement services	July 2026 (reviewed)	July 2027
Name	**Authorised goods and/or services**	**Admitted/last reviewed**	**Next review due**
New Forest Aggregate Ltd	Supply of aggregates, gravel, soils, etc.	July 2026 (reviewed)	July 2027
New Forest Ice Cream Ltd.	Catering supplies	July 2026 (reviewed)	July 2027
New Forest Metalwork Ltd	Stainless steel fabrication & products	July 2026 (reviewed)	July 2027
Northover Energy	Fuels	July 2026 (reviewed)	July 2027

E

Peter Best Treecare Ltd	Tree [1]safety and surgery advice and services	July 2026 (reviewed)	July 2027
Peter Noble Limited	Vehicle and equipment repair and servicing. Supply of spare parts.	July 2026 (reviewed)	July 2027
Presto Heating & Cooling	Plumbing, heating & air conditioning	July 2026 (reviewed)	July 2027
Redlynch Leisure	Playground safety surfacing and repairs	July 2026 (reviewed)	July 2027
Ringwood & Fordingbridge News	Advertising services	July 2026 (reviewed)	July 2027
Ringwood & Fordingbridge Skip Hire	Skip hire and waste disposal or recycling services	July 2026 (reviewed)	July 2027
Ringwood and Verwood Glass	Glass window and door repair	July 2026 (reviewed)	July 2027
Ringwood Motor Company Ltd.	Vehicle repair and servicing. Supply of spare parts.	July 2026 (reviewed)	July 2027
Ringwood Pest Control	Pest control services	July 2026 (reviewed)	July 2027
Ryan Smith	Fencing	July 2026 (reviewed)	July 2027
Screwfix	Tools, hardware and building supplies	July 2026 (reviewed)	July 2027
SLCC	Books, publications, training and advice	July 2026 (reviewed)	July 2027
South Coast Hire Group	Entertainment event support services	July 2026 (reviewed)	July 2027
Taste Vending Ltd	Catering supplies and services	July 2026 (reviewed)	July 2027
The Play Inspection Company	Playground inspections	July 2026 (reviewed)	July 2027
The Tree Safety Management Co.	Tree safety and surgery advice and services	July 2026 (reviewed)	July 2027
The Urban Greening Company	Sedum roof maintenance	July 2026 (reviewed)	July 2027
Tudor Environmental	Grounds management supplies	July 2026 (reviewed)	July 2027
UK Fuels Ltd	Fuels	July 2026 (reviewed)	July 2027

Blocked Suppliers		
Name	**Admitted/last reviewed**	**Next review due**
None		

Suppliers Removed from Approved List		
Name	**Removal date**	**Reason**
Vitaplay Limited	July 2027	Still active but no longer trading under the original name/location. Recommend removal from list.
The Tree Safety Management Co.	July 2027	Company name is The Tree Management Co.
Suppliers Added to the Approved List 2026		
Name	**Added date**	**Reason**
The Eco Gardener	July 2026	Grounds Manager Requested. (Gardening, ecology, pest control, small tree works).
The Tree Management Company	July 2027	Correction of company name from The Tree Safely Man Co.

Ringwood Town Council

COMMITTEE REPORT

Report title	Former Cricket Pavilion – Approval of Lease to Ringwood Men's Shed
Committee	Policy and Finance
Date	22 July 2026
Report author	Town Clerk

Decision Summary

Purpose	To seek approval of the draft lease for the former cricket pavilion at Carvers Recreation Ground and authority to execute the lease under the Council's seal.
Decision type	To approve
Financial impact	No ongoing financial implications beyond those previously considered. The tenant has agreed to meet the Council's reasonable legal costs associated with preparation of the lease.
Budget provision	Not applicable/other
Confidential / exempt	No-

1. Introduction and reason for report

Recreation, Leisure and Open Spaces Committee has previously considered the principle of granting a lease of the former cricket pavilion at Carvers Recreation Ground to Ringwood Men's Shed.

Following that decision, officers have instructed solicitors to prepare a draft lease reflecting the Heads of Terms approved by Members.

The purpose of this report is to seek approval of the draft lease and authority to complete the transaction.

2. Background Information

The proposed lease has been prepared broadly in accordance with the Heads of Terms previously approved by Members.

The lease provides for, amongst other matters:

- a five-year contracted-out lease;
- occupation for community-based workshop and social activities;
- a peppercorn rent;

- the tenant to be responsible for internal repairs, utilities, business rates (if applicable), contents insurance and public liability insurance;
- the Council to retain responsibility for the structural and external elements of the building;
- restrictions on assignment and subletting;
- mutual six-month break provisions; and
- appropriate provisions relating to repairs, alterations, insurance and termination.

The Council's solicitor has incorporated the agreed Heads of Terms into the draft lease, together with standard legal provisions necessary to protect both parties.

Ringwood Men's Shed has confirmed that it will meet the Council's reasonable legal costs associated with preparation of the lease.

Subject to approval, the lease will be executed under the Council's common seal in accordance with Standing Orders.

3. Financial Implications (if applicable)

The lease is granted at a peppercorn rent reflecting the community nature of the occupation.

The tenant will be responsible for utilities, business rates (if applicable) and its own operational costs.

The tenant has agreed to meet the Council's reasonable legal costs associated with preparation of the lease.

4. Issues for Decision and Recommendations

Members are requested to:

1. approve the draft lease substantially in the form presented, subject to completion of the Property Plan, Schedule of Condition and any minor amendments agreed by the Town Clerk in consultation with the Council's solicitor that do not materially alter the terms of the lease.
2. authorise the Town Clerk, in consultation with the Chairman of Policy & Finance Committee, to approve any minor amendments required prior to completion that do not materially alter the Heads of Terms previously approved by the Council;
3. authorise the Town Clerk to arrange for the lease to be executed under the Council's Common Seal.

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DATED

LEASE

relating to

Former Cricket Pavilion at Carvers Recreation Ground, Ringwood

between

Ringwood Town Council

and

Ringwood Men's Shed

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This lease is dated

PARTIES

(1) Ringwood Town Council of Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT **(Landlord)**

(2) Ringwood Men's Shed a Charitable Incorporated Organisation (Charity Number 1191329) of [INSERT ADDRESS FOR SERVICE] **(Tenant)**

BACKGROUND

(A) The Landlord is the freehold owner of the Property.

(B) The Landlord has agreed to grant a lease of the Property to the Tenant on the terms set out in this lease.

AGREED TERMS

1. Interpretation

The following definitions and rules of interpretation apply in this lease.

1.1 Definitions:

Annual Rent: a peppercorn per annum

Authorised Person: any:

a) undertenant or person deriving title under the Tenant;

b) workers, contractors or agents of the Tenant or of any person referred to in paragraph (a) of this definition; or

c) person at the Property with the actual or implied authority of the Tenant or any person referred to in paragraph (a) or paragraph (b) of this definition.

Break Date: A date which is at least six months after service of the Break Notice.

Break Notice: written notice to terminate this lease specifying the relevant Break Date and served in accordance with clause 32.

CDM Regulations: the Construction (Design and Management) Regulations 2015 (SI 2015/51).

Contractual Term: a term of 5 years from and including the date of this lease.

Default Interest Rate: 4% per annum above the Interest Rate.

Excluded Insurance Items: any:

a) glass forming part of the Property; and

b) tenant's fixtures that are installed by or for the Tenant, any undertenant or occupier of the Property and that form part of the Property.

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Insolvency Event: subject to clause 1.14, any one or more of the following:

a) the taking of any step in connection with any voluntary arrangement or any other compromise or arrangement for the benefit of any creditors of the Tenant or any guarantor;

b) the making of an application for an administration order or the making of an administration order in relation to the Tenant or any guarantor;

c) the giving of any notice of intention to appoint an administrator, or the filing at court of the prescribed documents in connection with the appointment of an administrator, or the appointment of an administrator, in any case in relation to the Tenant or any guarantor;

d) the appointment of a receiver or manager or an administrative receiver in relation to any property or income of the Tenant or any guarantor;

e) the commencement of a voluntary winding-up in respect of the Tenant or any guarantor, except a winding-up for the purpose of amalgamation or reconstruction of a solvent company in respect of which a statutory declaration of solvency has been filed with the Registrar of Companies;

f) the making of a petition for a winding-up order or a winding-up order in respect of the Tenant or any guarantor;

g) the striking-off of the Tenant or any guarantor from the Register of Companies or the making of an application for the Tenant or any guarantor to be struck-off;

h) the Tenant or any guarantor otherwise ceasing to exist (but excluding where the Tenant or any guarantor dies);

i) the making of an application for a bankruptcy order, the presentation of a petition for a bankruptcy order or the making of a bankruptcy order against the Tenant or any guarantor; or

j) the making of an application to court for, or obtaining, a moratorium under Part A1 of the Insolvency Act 1986 in relation to the Tenant or any guarantor; or

k) the levying of any execution or other such process on or against, or taking control or possession of, the whole or any part of the Tenant's assets.

Insured Risks: fire, explosion, lightning, earthquake, tempest, storm, flood, bursting and overflowing of water tanks, apparatus or pipes, damage to underground water, oil or gas pipes or electricity wires or cables, impact by aircraft and aerial devices and articles dropped from them, impact by vehicles, subsidence, ground slip, heave, riot, civil commotion, strikes, labour or political disturbances, malicious damage, and any other risks against which the Landlord decides to insure against from time to time and **Insured Risk** means any one of the Insured Risks.

Interest Rate: the base rate from time to time of Barclays Bank plc or, if that base rate stops being used or published, a comparable commercial rate specified by the Landlord (acting reasonably).

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Landlord's Neighbouring Property: the freehold property known as Carvers Recreation Ground, Mount Pleasant Lane, Ringwood registered at HM Land Registry with title number HP467833.

LPA 1925: Law of Property Act 1925.

LTA 1954: Landlord and Tenant Act 1954.

LTCA 1995: Landlord and Tenant (Covenants) Act 1995.

Permitted Use: use as a men’s shed for community-based DIY repair, workshop and social activities or such other use to which the Landlord has given consent (in its absolute discretion)

Property: the property described in Schedule 1.

Property Plan: the plan annexed to this lease at ANNEX A and marked "Property Plan".

Rates and Taxes: all present and future rates, taxes and other impositions and outgoings payable in respect of the Property, its use and any works carried out there (or a fair proportion of the total cost of those rates, taxes, impositions and outgoings if any are payable in respect of the Property together with any other property) but excluding any taxes:

a) payable by the Landlord in connection with any dealing with or disposition of the reversion to this lease

Recommendation Report: a report as defined in regulation 4 of the EPC Regulations.

Reinstatement Cost: the full cost of reinstatement of the Property (excluding the Excluded Insurance Items) taking into account inflation of building costs and including any costs of demolition, site clearance, site protection, shoring up, professionals' and statutory fees and incidental expenses and any other work to the Property that may be required by law and any VAT on all such costs, fees and expenses.

Rents: the rents set out in clause 2.2.

Rent Payment Dates: 1 January

Reservations: the rights excepted and reserved in paragraph 1 of Schedule 3.

Rights: the rights granted in paragraph 1 of Schedule 2.

Schedule of Condition: the photographic schedule annexed to this lease at Annex B.

Service Media: all media for the supply or removal of Utilities and all structures, machinery and equipment ancillary to those media.

Term: the Contractual Term.

Termination Date: the date on which this lease determines (however it determines).

Third Party Rights: the matters set out in Schedule 4.

Utilities: electricity, gas, water, sewage, air-conditioning, heating, energy, telecommunications, data and all other services and utilities.

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Utility Costs: all costs in connection with the supply or removal of Utilities to or from the Property (or a fair proportion of the total cost if any of those costs are payable in respect of the Property together with any other property).

VAT: value added tax or any equivalent tax chargeable in the UK.

1.1 A reference to this **lease**, except a reference to the date of this lease or to the grant of this lease, is a reference to this deed and any deed, licence, consent, approval or other instrument supplemental or collateral to it.

1.2 The Schedules form part of this lease and shall have effect as if set out in full in the body of this lease. Any reference to **this lease** includes the Schedules.

1.3 Unless the context otherwise requires, references to clauses, Schedules and Annexes are to the clauses, Schedules and Annexes of this lease and references to paragraphs are to paragraphs of the relevant Schedule.

1.4 Clause, Schedule and paragraph headings shall not affect the interpretation of this lease.

1.5 A reference to:

(a) the **Landlord** includes a reference to the person entitled to the immediate reversion to this lease; and

(b) the **Tenant** includes a reference to its successors in title and assigns

1.6 In relation to any payment, a reference to a **fair proportion** is to a fair proportion of the total amount payable, determined conclusively (except as to questions of law) by the Landlord.

1.7 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

1.8 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.

1.9 The expressions **authorised guarantee agreement**, **landlord covenant** and **tenant covenant** each has the meaning given to it by the LTCA 1995.

1.10 Any obligation on the Tenant not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.

1.11 References to:

(a) the consent of the Landlord are to the consent of the Landlord given in accordance with clause 35.1;

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(b) the approval of the Landlord are to the approval of the Landlord given in accordance with clause 35.3; and

1.12 Unless the context otherwise requires, references to the **Property** and the **Landlord's Neighbouring Property** are to the whole and any part of them.

1.13 Unless the context otherwise requires, any words following the terms **including**, **include**, **in particular**, **for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

1.14 For the purposes of the definition of **Insolvency Event**:

(a) where any of the paragraphs in that definition apply in relation to:

(i) a partnership or limited partnership (as defined in the Partnership Act 1890 and the Limited Partnerships Act 1907 respectively), that paragraph shall apply subject to the modifications referred to in the Insolvent Partnerships Order 1994 (SI 1994/2421) (as amended); and

(ii) a limited liability partnership (as defined in the Limited Liability Partnerships Act 2000), that paragraph shall apply subject to the modifications referred to in the Limited Liability Partnerships Regulations 2001 (SI 2001/1090) (as amended); and

(b) **Insolvency Event** includes any analogous proceedings or events that may be taken pursuant to the legislation of another jurisdiction in relation to a tenant or guarantor incorporated or domiciled in such relevant jurisdiction.

1.15 A reference to **writing** or **written** excludes fax and email.

1.16 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.

1.17 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

1.18 Unless expressly provided otherwise in this lease, a reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time.

1.19 Unless expressly provided otherwise in this lease, a reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that legislation or legislative provision.

1.20 If any provision or part-provision of this lease is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this lease.

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2. Grant

2.1 The Landlord lets the Property to the Tenant:

(a) for the Contractual Term;

(b) with full title guarantee;

(c) together with the Rights;

(d) excepting and reserving the Reservations; and

(e) subject to the Third Party Rights.

2.2 The grant in clause 2.1 is made with the Tenant paying as rent to the Landlord:

(a) the Annual Rent; and

(b) all other sums payable under this lease.

3. Tenant covenants

The Tenant covenants with the Landlord to observe and perform the tenant covenants of this lease during the Term or (if earlier) until the Tenant is released from the tenant covenants of this lease by virtue of the LTCA 1995.

4. Payment of Annual Rent

The Tenant must pay the Annual Rent annually on or before the Rent Payment Date.

5. No set-off

The Tenant must pay the Annual Rent and all other sums payable under this lease in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

6. Interest

If any of the Annual Rent or any other sum payable by the Tenant under this lease has not been paid by its due date (whether it has been formally demanded or not), the Tenant must pay to the Landlord interest on that amount at the Default Interest Rate (both before and after any judgment). Such interest shall accrue on that amount on a daily basis for the period beginning on and including its due date to and including the date of payment.

7. Rates and Taxes

7.1 The Tenant must pay all Rates and Taxes.

7.2 The Tenant must not make any proposal to alter the rateable value of the Property (or that value as it appears on any draft rating list) without the approval of the Landlord.

7.3 If, after the Termination Date, the Landlord loses rating relief (or any similar relief or exemption) because it has been allowed to the Tenant, the Tenant must pay the Landlord an amount equal to the relief or exemption that the Landlord has lost. F

8. Utilities

8.1 The Tenant must pay all Utility Costs.

8.2 The Tenant must comply with all laws and with any recommendations of the relevant suppliers relating to the supply and removal of Utilities to or from the Property.

9. Costs

The Tenant must pay on demand and on a full indemnity basis the costs and expenses of the Landlord including any solicitors' or other professionals' costs and expenses (whether incurred before or after the Termination Date) in connection with, or in contemplation of, any of the following:

(a) the enforcement of the tenant covenants of this lease;

(b) serving any notice or taking any proceedings in connection with this lease under section 146 or 147 of the LPA 1925 (notwithstanding that forfeiture is avoided otherwise than by relief granted by the court);

(c) serving any notice in connection with this lease under section 17 of the LTCA 1995;

(d) the preparation and service of a schedule of dilapidations in connection with this lease; or

(e) any consent or approval applied for under:

(i) this lease, whether or not it is granted (unless the consent or approval is unreasonably withheld by the Landlord).

10. Prohibition of dealings

The Tenant must not without the consent of the Landlord in its absolute discretion:

(a) assign, underlet, charge, part with or share possession or occupation of the whole or part of either this lease or the Property; or

(b) assign, part with or share any of the benefits or burdens of this lease, or in any interest derived from it, whether by a virtual assignment or other similar arrangement; or

(c) hold the lease on trust for any person (except pending registration of a dealing permitted by this lease at HM Land Registry or by reason only of joint legal ownership).

11. Repair

11.1 The Tenant must:

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(a) keep the internal parts of the Property in good and substantial repair and condition PROVIDED THAT the Tenant shall not be required to keep the Property in any better state of repair and condition than as evidenced by the Schedule of Condition; and

(b) keep the Property clean, tidy and clear of rubbish.

11.2 The Tenant shall not be liable to repair the Property (excluding any Excluded Insurance Items) to the extent that any disrepair has been caused by:

(a) an Insured Risk unless and to the extent that:

(i) the policy of insurance of the Property has been vitiated or any insurance proceeds withheld in consequence of any act or omission of the Tenant or any Authorised Person; or

(ii) the insurance cover in relation to that disrepair is limited as referred to in paragraph 1.3 of Schedule 5.

12. Decoration

The Tenant must:

(a) decorate the interior of the Property as often as is reasonably necessary and also in the last three months before the Termination Date;

(b) carry out all decoration (including all appropriate preparatory work) in a good and proper manner using good quality materials that are appropriate to the Property and the Permitted Use; and

(c) carry out:

(i) the decoration of the interior of the Property required in the last three months before the Termination Date;

to the reasonable satisfaction of the Landlord and using materials, designs and colours approved by the Landlord (acting reasonably).

13. Alterations

13.1 Except as permitted by this clause 13, the Tenant must not make any:

(a) alteration or addition to the Property; or

(b) opening in any boundary of the Property.

13.2 The Tenant may make internal non-structural alterations to the Property with the consent of the Landlord (such consent not to be unreasonably withheld or delayed).

13.3 The Tenant may carry out external painting and install signage at the Property with the consent of the Landlord.

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14. Returning the Property to the Landlord

14.1 The Tenant must return the Property to the Landlord on the Termination Date with vacant possession and in the repair and condition required by this lease.

14.2 The Tenant must by the Termination Date:

(a) remove:

(i) any tenant's fixtures from the Property; and

(ii) any alterations to the Property undertaken by or for any tenant, undertenant or occupier during or in anticipation of this lease;

(b) make good any damage caused to the Property by the removal of those items and alterations.

14.3 On or before the Termination Date, the Tenant must remove from the Property all chattels belonging to or used by it.

14.4 The Tenant:

(a) irrevocably appoints the Landlord to be the Tenant's agent to store or dispose of any chattels or items fixed to the Property by the Tenant and left by the Tenant for more than ten working days after the Termination Date; and

(b) must indemnify the Landlord in respect of any claim made by a third party in relation to that storage or disposal.

The Landlord shall not be liable to the Tenant by reason of that storage or disposal.

15. Use

15.1 The Tenant must not use the Property for any purpose other than the Permitted Use.

15.2 The Tenant must not:

(a) use the Property for any illegal purposes nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the Landlord or any property that neighbours the Property;

(b) use the Property as a betting shop or an amusement arcade or otherwise for the purposes of gaming or gambling;

(c) hold any auction at the Property;

(d) allow any noise, music, flashing lights, fumes or smells to emanate from the Property so as to cause a nuisance or annoyance to any property that neighbours the Property;

(e) overload any part of the Property nor overload or block any Service Media at or serving the Property;

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(f) allow to pass into the Service Media at or serving the Property any noxious or deleterious effluent or other substance which may damage the Service Media, the Property or any other neighbouring property;

(g) store, sell or display any offensive, dangerous, illegal, explosive or highly flammable items at the Property;

(h) interfere with any Service Media at the Property;

(i) keep any pets or any other animal, bird, fish, reptile or insect at the Property (except guide dogs or other animals used as aids provided they are not kept at the Property overnight or left unattended);

(j) allow any person to sleep at or reside on the Property; or

(k) abandon the Property so that it is left unoccupied for a period of two weeks or more.

16. Exercise of the Rights

The Tenant must exercise the Rights:

(a) only in connection with the Tenant's use of the Property for the Permitted Use; and

(b) in compliance with all laws relating to the Tenant's use of the Property, the Landlord's Neighbouring Property and any other neighbouring or adjoining property pursuant to the Rights.

17. Allow entry

17.1 Subject to clause 17.2, the Tenant must allow all those entitled to exercise any right to enter the Property to enter the Property:

(a) except in the case of an emergency (when no notice shall be required), after having given reasonable notice (which need not be in writing) to the Tenant;

(b) at any reasonable time (whether or not during usual business hours); and

(c) with their workers, contractors, agents and professional advisers.

17.2 The Tenant must allow any person authorised by the terms of a Third Party Right to enter the Property in accordance with that Third Party Right.

18. Compliance with laws

18.1 The Tenant must comply with all laws relating to:

(a) the Property and the occupation and use of the Property by the Tenant;

(b) the use or operation of all Service Media and any other machinery and equipment at or serving the Property whether or not used or operated;

(c) any works carried out at the Property; and

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(d) all materials kept at or disposed of from the Property.

18.2 Within five working days of receipt of any notice or other communication affecting the Property (and whether or not served pursuant to any law) the Tenant must:

(a) send a copy of the relevant document to the Landlord; and

(b) take all steps necessary to comply with the notice or other communication and take any other action in connection with it as the Landlord may require.

18.3 The Tenant must not:

(a) apply for any planning permission for the Property without the Landlord's consent (such consent not to be unreasonably withheld where the application relates to works or a change of use permitted or required under this lease); or

(b) implement any planning permission for the Property without the Landlord's consent (such consent not to be unreasonably withheld).

18.4 Unless the Landlord otherwise notifies the Tenant, before the Termination Date the Tenant must carry out and complete any works stipulated to be carried out to the Property (whether before or after the Termination Date) as a condition of any planning permission for the Property that is implemented before the Termination Date by the Tenant, any undertenant or any other occupier of the Property.

18.5 The Tenant must:

(a) comply with its obligations under the CDM Regulations;

(b) maintain the health and safety file for the Property in accordance with the CDM Regulations;

(c) give that health and safety file to the Landlord at the Termination Date;

(d) procure, and give to the Landlord at the Termination Date, irrevocable, non-exclusive, non-terminable, royalty-free licence(s) for the Landlord to copy and make full use of that health and safety file for any purpose relating to the Property. Those licence(s) must carry the right to grant sub-licences and be transferable to third parties without the consent of the grantor; and

(e) supply all information to the Landlord that the Landlord reasonably requires from time to time to comply with the Landlord's obligations under the CDM Regulations.

18.6 As soon as the Tenant becomes aware of any defect in the Property, the Tenant must give the Landlord notice of it.

18.7 The Tenant must indemnify the Landlord against any liability under the Defective Premises Act 1972 in relation to the Property by reason of any failure of the Tenant to comply with any of the tenant covenants in this lease.

18.8 The Tenant must keep:

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(a) the Property equipped with all fire prevention, detection and fighting machinery and equipment and fire alarms which are required under all relevant laws or required by the insurers of the Property or recommended by them or reasonably required by the Landlord; and

(b) that machinery, equipment and alarms properly maintained and available for inspection.

19. Tenant's Insurance

19.1 The Tenant shall at its own expense procure and maintain insurance in respect of all third party liability risks in relation to the Property with an insurance company approved by the Landlord to provide cover in respect of each and every claim of not less than £5 million or such higher sum as the Landlord may from time to time direct in writing. The Tenant shall ensure that the interest of the Landlord is noted on the policy and shall, on demand by the Landlord, supply to the Landlord a copy of the insurance policy together with a receipt or other evidence of payment of the latest premium due under it.

19.2 The Tenant shall maintain its own insurance for its contents, tools and equipment.

19.3 The Tenant shall provide evidence of the insurances referred to in this clause to the Landlord annually.

20. Third Party Rights

The Tenant must:

(a) comply with the obligations on the Landlord relating to the Third Party Rights to the extent that those obligations relate to the Property; and

(b) not do anything that may interfere with any Third Party Right.

21. Encroachments and preservation of rights

21.1 The Tenant must not permit any encroachment over the Property or permit any easements or other rights to be acquired over the Property.

21.2 If any encroachment over the Property is made or attempted or any action is taken by which an easement or other right may be acquired over the Property, the Tenant must:

(a) immediately inform the Landlord and give the Landlord notice of that encroachment or action; and

(b) at the request and cost of the Landlord, adopt such measures as may be reasonably required or deemed proper for preventing any such encroachment or the acquisition of any such easement or other right.

21.3 The Tenant must preserve all rights of light and other easements enjoyed by the Property.

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21.4 The Tenant must not prejudice the acquisition of any right of light or other easement by obstructing any window or opening of the Property or giving any acknowledgement that the right is enjoyed with the consent of any third party or by any other act or default of the Tenant.

21.5 If any person takes or threatens to take any action to obstruct or interfere with any easement or other right enjoyed by the Property or any such easement or right in the course of acquisition, the Tenant must:

(a) immediately inform the Landlord and give the Landlord notice of that action; and

(b) at the request and cost of the Landlord, adopt such measures as may be reasonably required or deemed proper for preventing or securing the removal of the obstruction or the interference.

22. Indemnity

The Tenant must keep the Landlord indemnified against all liabilities, expenses, costs (including, but not limited to, any solicitors' or other professionals' costs and expenses), claims, damages and losses (including, but not limited to, any diminution in the value of the Landlord's interest in the Property and loss of amenity of the Property) suffered or incurred by the Landlord arising out of or in connection with:

(a) any breach of any tenant covenants in this lease;

(b) any use or occupation of the Property or the carrying out of any works permitted or required to be carried out under this lease; or

(c) any act or omission of the Tenant or any Authorised Person.

23. Landlord covenants

The Landlord covenants with the Tenant to observe and perform the landlord covenants of this lease during the Term.

24. Quiet enjoyment

The Landlord covenants with the Tenant that the Tenant shall have quiet enjoyment of the Property without any interruption by the Landlord or any person claiming under the Landlord except as otherwise permitted by this lease.

25. Landlord's Repairing Obligations

The Landlord shall keep in good repair the exterior of the Property including the roof, external walls, windows, retained buildings services and any Service Media.

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26. Re-entry and forfeiture

26.1 The Landlord may re-enter the Property (or any part of the Property in the name of the whole) at any time after any of the following occurs:

(a) the whole or any part of the Rents is unpaid 21 days after becoming payable (whether it has been formally demanded or not);

(b) any breach of any condition of, or tenant covenant in, this lease;

(c) an Insolvency Event.

26.2 If the Landlord re-enters the Property (or any part of the Property in the name of the whole) pursuant to this clause, this lease shall immediately end but without prejudice to any right or remedy of the Landlord in respect of any breach of covenant by the Tenant or any guarantor.

27. Section 62 of the LPA 1925

The grant of this lease does not create by implication any easements or other rights for the benefit of the Property or the Tenant and the operation of section 62 of the LPA 1925 is excluded.

28. Exclusion of sections 24 to 28 of the LTA 1954

28.1 The parties:

(a) confirm that:

(i) the Landlord served a notice on the Tenant, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy created by this lease, before this lease was entered into;

(ii) [ ] who was duly authorised by the Tenant to do so made a statutory declaration dated [ ] in accordance with the requirements of section 38A(3)(b) of the LTA 1954; and

(iii) there is no agreement for lease to which this lease gives effect; and

(b) agree that the provisions of sections 24 to 28 of the LTA 1954 are excluded in relation to the tenancy created by this lease.

29. Compensation on vacating

Any right of the Tenant (or anyone deriving title under the Tenant) to claim compensation from the Landlord on leaving the Property under the LTA 1954 is excluded (except to the extent that the legislation prevents that right being excluded).

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30. No restriction on Landlord's use

Nothing in this lease shall impose or be deemed to impose any restriction on the use by the Landlord of the Landlord's Neighbouring Property or any other neighbouring or adjoining property.

31. Limitation of liability

The Landlord shall not be liable to the Tenant for any failure of the Landlord to perform any landlord covenant in this lease unless the Landlord knows it has failed to perform the covenant (or reasonably should know this) and has not remedied that failure within a reasonable time.

32. Mutual option to break

32.1 Either the Landlord or the Tenant may terminate this lease by serving a Break Notice on the other party at least six months before the relevant Break Date.

32.2 Following service of a Break Notice this lease shall terminate on the relevant Break Date.

32.3 Termination of this lease on a Break Date shall not affect any other right or remedy that either party may have in relation to any earlier breach of this lease.

33. Breach of repair and maintenance obligation

33.1 The Landlord may enter the Property to inspect its condition and state of repair and give the Tenant a notice of any breach of any of the tenant covenants in this lease relating to the condition or repair of the Property.

33.2 Following the service of a notice pursuant to clause 33.1, the Landlord may enter the Property and carry out the required works if the Tenant:

(a) has not begun any works required to remedy any breach specified in that notice within two months of the notice or, if works are required as a matter of emergency, immediately; or

(b) is not carrying out the required works with all due speed.

33.3 The costs incurred by the Landlord in carrying out any works pursuant to clause 33.2 (and any professional fees and any VAT in respect of those costs) shall be a debt due from the Tenant to the Landlord and payable on demand.

33.4 Any action taken by the Landlord pursuant to this clause 33 shall be without prejudice to the Landlord's other rights (including those under clause 26).

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34. Notices

34.1 Except where this lease specifically states that a notice need not be in writing, any notice given under or in connection with this lease shall be in writing and given:

(a) by hand:

(i) if the party is a company incorporated in the United Kingdom, at that party's registered office address;

(ii) if the party is a company not incorporated in the United Kingdom, at that party's principal place of business in the United Kingdom; or

(iii) in any other case, at that party's last known place of abode or business in the United Kingdom; or

(b) by pre-paid first-class post or other next working day delivery service:

(i) if the party is a company incorporated in the United Kingdom, at that party's registered office address;

(ii) if the party is a company not incorporated in the United Kingdom, at that party's principal place of business in the United Kingdom; or

(iii) in any other case, at that party's last known place of abode or business in the United Kingdom.

34.2 If a notice complies with the criteria in clause 34.1, whether or not this lease requires that notice to be in writing, it shall be deemed to have been received if:

(a) delivered by hand, at the time the notice is left at the proper address; or

(b) sent by pre-paid first-class post or other next working day delivery service, on the working day after posting.

34.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

35. Consents and approvals

35.1 Where the consent of the Landlord is required under this lease, a consent shall only be valid if it is given by deed unless:

(a) it is given in writing and signed by the Landlord or a person duly authorised on its behalf; and

(b) it expressly states that the Landlord waives the requirement for a deed in that particular case.

35.2 If a waiver is given pursuant to clause 35.1, it shall not affect the requirement for a deed for any other consent.

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35.3 Where the approval of the Landlord is required under this lease, an approval shall only be valid if it is in writing and signed by or on behalf of the Landlord unless:

(a) the approval is being given in a case of emergency; or

(b) this lease expressly states that the approval need not be in writing.

35.4 If the Landlord gives a consent or approval under this lease, the giving of that consent or approval shall not:

(a) imply that any consent or approval required from a third party has been obtained; or

(b) obviate the need to obtain any consent or approval from a third party.

36. VAT

36.1 All sums payable by either party under or in connection with this lease are exclusive of any VAT that may be chargeable.

36.2 A party to this lease must pay VAT in respect of all taxable supplies made to that party in connection with this lease on the due date for making any payment or, if earlier, the date on which that supply is made for VAT purposes.

36.3 Every obligation on either party, under or in connection with this lease, to pay any sum by way of a refund or indemnity, includes an obligation to pay an amount equal to any VAT incurred on that sum by the receiving party (except to the extent that the receiving party obtains credit for such VAT).

37. Joint and several liability

Where a party comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of that party arising under this lease. The party to whom those obligations and liabilities are owed may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

38. Entire agreement

38.1 This lease constitutes the entire agreement between the parties and supersedes and extinguishes all previous and contemporaneous agreements, promises, assurances, and understandings between them, whether written or oral, relating to their subject matter.

38.2 Each party acknowledges that in entering into this lease it does not rely on, and shall have no remedies in respect of, any statement, representation, assurance or warranty (whether made innocently or negligently).

38.3 Nothing in this lease constitutes or shall constitute a representation or warranty that the Property may lawfully be used for any purpose allowed by this lease.

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39. Contracts (Rights of Third Parties) Act 1999

This lease does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease.

40. Governing Law

This lease and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

41. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this lease or its subject matter or formation.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

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Schedule 1 Property

The land and buildings known as Former Cricket Pavilion, Carvers Recreation Ground, Ringwood shown edged red on the Property Plan

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Schedule 2 Rights

1. In common with the Landlord and any other person authorised by the Landlord, the Landlord grants to the Tenant the following easements (for the benefit of the Property) and the following other rights:

1.1 The right to support and protection for the Property from the Landlord's Neighbouring Property to the extent that the Landlord's Neighbouring Property provides support and protection to the Property at the date of this lease.

1.2 The right to access the Property on foot over the Landlord’s Neighbouring Property.

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Schedule 3 Reservations

1. Subject to paragraph 2 and paragraph 3 of this Schedule, the Landlord excepts and reserves from this lease the following easements (for the benefit of the Landlord's Neighbouring Property) and the following other rights:

1.1 Rights of light, air, support and protection to the extent those rights are capable of being enjoyed at any time during the Term.

1.2 The right to enter the Property: for any other purpose mentioned in or connected with:

(a) this lease;

(b) the Reservations; or

(c) the Landlord's interest in the Property or the Landlord's Neighbouring Property or any neighbouring or adjoining property in which the Landlord acquires an interest during the Term.

1.3 The right to:

(a) use and connect into Service Media at the Property which are in existence at the date of this lease or which are installed or constructed during the Term; and

(b) install and construct Service Media at the Property to serve the Landlord's Neighbouring Property or any neighbouring or adjoining property in which the Landlord acquires an interest during the Term; and

(c) re-route and replace any Service Media referred to in this paragraph.

1.4 At any time during the Term, the full and free right to build, rebuild, alter or develop the Landlord's Neighbouring Property or any neighbouring or adjoining property in which the Landlord acquires an interest during the Term as the Landlord may think fit.

1.5 The right to use and access the Property, upon reasonable notice and subject to appropriate safeguarding arrangements, for the purpose of wider recreation ground or community events.

2. The Reservations:

2.1 Are excepted and reserved notwithstanding that the exercise of any of the Reservations or the works carried out pursuant to them result in a reduction in the flow of light or air to the Property or loss of amenity for the Property.

2.2 May be exercised by:

(a) the Landlord;

(b) anyone else who is or becomes entitled to exercise them; and

(c) anyone authorised by the Landlord

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2.3 Are excepted and reserved to the extent possible for the benefit of any neighbouring or adjoining property in which the Landlord acquires an interest during the Term.

3. No party exercising any of the Reservations, nor its workers, contractors, agents and professional advisers, shall be liable to the Tenant or to any undertenant or other occupier of or person at the Property for any loss, damage, injury, nuisance or inconvenience arising by reason of its exercising any of the Reservations except for:

3.1 Physical damage to the Property.

3.2 Any loss, damage, injury, nuisance or inconvenience in relation to which the law prevents the Landlord from excluding liability.

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Schedule 4 Third Party Rights

1. All easements and other rights, covenants and restrictions affecting the Property and any land over which the Rights are granted including those set out or referred to in the register entries of HP467833 as at the date of this lease.

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Schedule 5 Insurance

1. Landlord's obligation to insure

1.1 The Landlord must insure (and keep insured)

(a) the Property on normal market terms against loss or damage by the Insured Risks for the Reinstatement Cost; and

1.2 The Landlord shall not be obliged to insure:

(a) the Excluded Insurance Items or repair any damage to or destruction of the Excluded Insurance Items. References to the Property in this Schedule 5 shall exclude the Excluded Insurance Items;

(b) any alterations to the Property that form part of the Property unless:

(i) those alterations are permitted or required under this lease;

(ii) those alterations have been completed in accordance with this lease and (where applicable) in accordance with the terms of any consent or approval given under this lease; and

(iii) the Tenant has notified the Landlord of the amount for which those alterations should be insured and provided evidence of that amount that is satisfactory to the Landlord (acting reasonably); or

(c) the Property when the insurance is vitiated by any act or omission of the Tenant or any Authorised Person.

1.3 The Landlord's obligation to insure is subject to any limitations, excesses and conditions that may be imposed by the insurers.

1.4 The Tenant shall comply with any requirements or recommendations of the Landlord’s insurers.

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ANNEX A Property Plan

ANNEX B Schedule of Condition

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Ringwood
Town Council

COMMITTEE REPORT

Report title	Review of External Human Resources and Health & Safety Support
Committee	Policy and Finance
Date	22 July 2026
Report author	Charmaine Bennett, Town Clerk

Decision Summary

Purpose	To review the Council's current external Human Resources (HR) and Health & Safety (H&S) support arrangements ahead of the expiry of the existing WorkNest contract and to seek Members' approval for the future operating model.
Decision type	To approve
Financial impact	Current annual cost: £5755+ VAT for combined HR and H&S support. WorkNest have offered a revised renewal price of £5,029 + VAT should the Council enter into a further contract.
Budget provision	Existing budget
Confidential / exempt	No

1. Current arrangements

Since October 2021 the Council has received both Human Resources and Health & Safety support through a single five-year contract with WorkNest. The contract provides a comprehensive package including HR advice, employment law support, Health & Safety advice, audits, software and online tools. The current annual cost of the service is approximately **£5,755 + VAT**.

WorkNest has recently submitted a renewal proposal offering a reduced annual fee of **£5,029 + VAT**. However, this pricing is based on the Council retaining both the HR and Health & Safety services and entering into a further five-year contract.

Given both the financial commitment and the length of the proposed agreement, officers considered it appropriate to undertake a full review before recommending whether the Council should renew the existing arrangements.

2. Why undertake a review

The purpose of this review has not been to identify the cheapest provider, nor to replace WorkNest simply because the current contract is ending. Rather, the review has sought to establish whether the Council's current arrangements continue to represent the most appropriate model for managing employment and Health & Safety risks over the next five years.

A number of factors have changed since the current contract was entered into.

When the Council appointed WorkNest in 2021, the HR support available through the local council sector was considerably more limited. The Council had previous experience of HALC's HR provision and, at that time, considered that a more comprehensive external service was required.

Since then:

- the Council has rejoined as a member of both the National Association of Local Councils (NALC) and Hampshire Association of Local Councils (HALC);
- NALC has established a national partnership with WorkNest to provide employment law and HR advisory support to member councils;
- HALC has significantly expanded its Local Council Personnel & Development (LCPD) service;
- the Society of Local Council Clerks (SLCC) and NALC have continued to expand their library of HR guidance, templates and employment resources; and
- the Council has gained five years' experience of using the current WorkNest service and therefore has a much clearer understanding of which elements provide the greatest value.

The review therefore considers whether renewing the current integrated contract remains the most appropriate approach, or whether the Council's needs would now be better met through a different operating model.

3. How the review was undertaken

Officers:

- reviewed the existing contract and renewal proposal;
- benchmarked HR services available through NALC, HALC and SLCC;
- explored alternative commercial providers;
- reviewed insurance arrangements;
- reviewed current usage; and
- explored alternative Health & Safety provision.

4. Findings

<u>Human Resources</u>

The review identified that the Council now has access to a range of HR support through existing memberships, including NALC, HALC and SLCC.

This includes:

- guidance and templates;
- employment law updates;
- WorkNest's advisory service through NALC;
- HALC's enhanced LCPD service; and
- specialist consultancy where required.

These resources are suitable for many day-to-day HR matters.

Feedback from the Deputy Town Clerk indicates that the principal value of the service lies in:

- direct access to experienced HR advisers;
- practical employment law advice;
- handbook reviews; and
- legislative updates.

However, the Council makes relatively limited use of the software elements of the package, including CaseNest, ResourceNest and StorageNest as they seem more tailored to larger organisations.

Whilst the PeopleNest/YouManage system may have future value, it has not been implemented during the current contract.

Health & Safety

The review reached a different conclusion regarding Health & Safety.

Whilst WorkNest provides competent Health & Safety support, officers considered whether the Council might benefit from a more tailored service reflecting its particular operational responsibilities, including offices, cemetery, grounds maintenance, open spaces, events and contractor management.

Discussions with an independent consultant indicate that a retained local adviser could provide regular site visits, proactive audits, policy reviews and day-to-day advice tailored to the Council's activities.

Subject to satisfactory due diligence, officers consider that this provides a stronger operational fit than the current generic national model.

5. Options Considered

Option	Summary
A	Renew WorkNest for both HR and H&S for 5 years
B	Separate HR and H&S using sector resources, HALC LCPD, specialist HR consultancy and a retained H&S advisor.
C	Hybrid approach retaining WorkNest for one discipline only

Officers consider Option B offers the greatest flexibility and best reflects the Council's current requirements.

6. Financial Implications

Whilst the review has not been driven by cost alone, the proposed operating model is expected to reduce the Council's annual expenditure on external HR and Health & Safety support.

Rather than reducing this budget, officers propose that the Council retains an appropriate level of budget provision for external HR support. This would enable the Town Clerk to commission specialist advice where required, for example in relation to investigations, complex employee relations matters, organisational change or other specialist employment issues.

This approach provides greater flexibility than the current arrangement by allowing the Council to purchase specialist expertise only when required, whilst avoiding the need to seek committee approval for individual pieces of work.

7. Recommendations

Members are recommended to:

I. Agree that, following expiry of the current WorkNest contract, Human Resources and Health & Safety support should be procured separately.
II. Approve the use of the Council's existing NALC, HALC and SLCC resources together with HALC's Local Council Personnel & Development (LCPD) service as the Council's routine HR support arrangements.
III. Retain an appropriate annual budget provision for specialist HR consultancy, with delegated authority to the Town Clerk to commission external advice where required in accordance with the Council's Financial Regulations.
IV. Delegate authority to the Town Clerk to complete due diligence and appoint an appropriate retained Health & Safety adviser.
V. Authorise the Town Clerk to conclude the necessary contractual arrangements and implement the new operating model.

Ringwood
Town Council

COMMITTEE REPORT

Report title	Task and Finish group for the Millennium Clock
Committee	Policy and Finance
Date	22 July 2026
Report author	Charmaine Bennett

Decision Summary

Purpose	To approve the terms of reference for the Millennium Clock task and Finish Group and appoint members
Decision type	To approve
Financial impact	None identified
Budget provision	Not applicable/other
Confidential / exempt	No

1. Introduction and reason for report

Following consideration of the future of the Millennium Clock at the meeting of the Policy & Finance Committee – 17 June 2026, members resolved that a Task & Finish Group be established to consider options for the future of the Millennium Clock and report back to Council (F/6561). This report seeks approval of the Group's Constitution/Terms of Reference and confirmation of its membership.

2. Financial Implications

There are no direct financial implications arising from approval of the Constitution, Terms of Reference or membership arrangements. Any future expenditure recommendations from the Task & Finish Group will be subject to separate approval.

3. Issues for Decision and Recommendations

Members are recommended to approve the Constitution and Terms of Reference for the Millennium Clock Task & Finish Group, appoint members to serve on the Group, and note that the Group may subsequently wish to invite relevant external organisations or individuals to assist its work where considered beneficial.

Millennium Clock Task and Finish Group Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

1.1 The Millennium Clock Task and Finish Group is a sub-committee established by the Policy and Finance Committee of Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.

1.2 The Millennium Clock Task and Finish Group is an *ad hoc* sub-committee which will be dissolved automatically upon the Policy and Finance Committee resolving to receive its final report.

1.3 Membership of the Millennium Clock Task and Finish Group shall comprise such members of the Council as the Policy and Finance Committee or the Council shall from time to time appoint.

1.4 Members of the Millennium Clock Task and Finish Group shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Policy and Finance Committee or the Council.

1.5 The quorum for meetings of the Millennium Clock Task and Finish Group shall be three or one-third of the total membership of the sub-committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

2.1 The primary purpose of the Millennium Clock Task and Finish Group is to consider, on behalf of the Policy and Finance Committee, the matters listed in paragraph 2.2 below and to make recommendations to the Committee. In carrying out this function, the sub-committee shall:

2.1.1 be bound by all relevant policies Standing Orders and Financial Regulations adopted by the Council; and

2.1.2 work with the Town Clerk and other officers, as appropriate, in obtaining such information, professional advice and administrative support as may be required to fulfil its remit.

2.2 The matters within the sub-committee's remit are as follows:

2.2.1 To review the current condition of the Millennium Clock and consider any available technical information relating to its repair, restoration or replacement.

2.2.2 To seek such specialist advice as the Group considers necessary to inform its deliberations.

2.2.3 To consider options for the future of the Millennium Clock, including their practical, financial and heritage implications.

2.2.4 To investigate potential sources of external funding, sponsorship, grants or other financial assistance where appropriate.

2.2.5 To make recommendations to the Policy and Finance Committee regarding the preferred way forward, including any repair, restoration, replacement, procurement, budgetary, funding or project delivery matters requiring approval by the Committee or the Town Council.

3. Delegated powers

3.1 The following powers are delegated to the Millennium Clock Task and Finish Group to enable it to discharge its functions:

3.1.1 To co-opt additional non-voting members where it considers this would assist the discharge of its functions.

4. Rules about meetings

4.1 The provisions of Standing Order 3 which apply to sub-committees shall apply to the Millennium Clock Task and Finish Group.

4.2 Meetings may take place in person or by using videoconferencing technology but meetings in person shall not be held in licensed premises.

4.3 The Town Clerk shall attend every meeting and act as clerk to the Millennium Clock Task and Finish Group and, if unable to attend, they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on xx (minute ref. no.)

Ringwood
Town Council

COMMITTEE REPORT

Report title	Civility and Respect Pledge
Committee	Policy and Finance
Date	22 July
Report author	Charmaine Bennett

Decision Summary

Purpose	To consider whether the Council should formally sign up to the Civility and Respect Pledge promoted by the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales, and to recommend accordingly to Full Council.
Decision type	To recommend to Full Council
Financial impact	None identified
Budget provision	Not applicable/other
Confidential / exempt	No

1. Introduction and reason for report

The Civility and Respect Pledge is a sector-wide initiative intended to promote positive working relationships, professional standards and respectful behaviour within local councils.

The initiative has been developed in response to increasing concern nationally regarding bullying, harassment, intimidation and unacceptable behaviour experienced by Councillors, officers and volunteers within the local government sector. To date, 2,055 local councils across the country have signed the pledge but Ringwood Town Council has not yet considered it.

2. Background Information

NALC and its partner organisations have identified that bullying, harassment and intimidation can adversely affect the effectiveness of councils, discourage individuals from standing for election or serving as officers, and undermine public confidence in local democracy. The Civility and Respect Pledge forms part of a wider sector initiative to promote positive debate, good governance, professional working relationships and the wellbeing of Councillors and council staff.

By signing the pledge, a council publicly commits to promoting a culture of professionalism, courtesy and respect in interactions between Councillors, staff, members of the public and partner organisations.

The pledge does not create any new legal obligations or remove members' ability to robustly challenge, debate or scrutinise matters. Rather, it reinforces expectations that disagreement and democratic debate should be conducted appropriately and respectfully.

The sector definition provided within the pledge states that: "Civility means politeness and courtesy in behaviour, speech, and in the written word."

The pledge requires councils to confirm their commitment to a number of principles, including:

- treating councillors, staff, volunteers and members of the public with civility and respect;
- maintaining appropriate governance arrangements and employment policies;
- supporting member and officer training;
- addressing bullying and harassment where it occurs; and
- seeking early professional support where relationships or behaviours begin to deteriorate.

The Council already has in place a number of governance arrangements which support the principles of the pledge, including:

- adopted Codes of Conduct;
- member and officer training arrangements;
- grievance and disciplinary procedures;
- a Dignity at Work Policy; and
- established governance and committee procedures.

By adopting the pledge, the Council would:

- publicly demonstrate its commitment to civility, respect and good governance;
- reinforce existing standards, policies and employment practices already in place;
- support the wellbeing of Councillors, employees and volunteers;
- demonstrate leadership within the local council sector; and
- contribute to maintaining public confidence in local democracy and the Council's decision-making processes.

3. Issues for Decision and Recommendations

It is RECOMMENDED that the Policy & Finance Committee recommends to Full Council that:

1. Ringwood Town Council signs the Civility and Respect Pledge promoted by the National Association of Local Councils, the Society of Local Council Clerks and One Voice Wales;
2. the Council publicly commits to upholding the principles contained within the pledge; and
3. authority be delegated to the Town Clerk to complete the registration process and publish the Council's commitment accordingly.

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Policy and Finance Committee
Project Oversight Report

1. Introduction and reason for report
This report provides the Committee with an overview of live projects within its remit, enabling members to monitor progress, risks, and financial implications, and to identify where further information or a separate report is required for decision-making.
2. Background
The project planner is updated weekly by officers and forms part of the Council's wider arrangements for project oversight and governance. Projects are reported by exception, with operational delivery managed by officers under existing delegations.

3. Scope of report
This report includes projects within the remit of this Committee only. Projects governed through other Committees are reported separately and are not included here.

Project title	Purpose/ intended outcome	Status	Progress update	Key risks/ issues	Next milestone/ decision point	Committee interaction required	Senior Officer (oversight)	Delivery Lead	Financial poistion
AGAR Assertion 10 (IT & information governance implications)	To ensure the Council meets the requirements of AGAR Assertion 10	In progress	New IT policy agreed, shared with cllrs and staff. Accessibility statement on website updated. Improvements to website accessibility on-going	No specific budget for accessibilty improvements.	Internal audit	None at this stage.	Town Clerk	Finance Manager	Unknown
Local Govt Reorganisation - monitoring and preparedness	To ensure the Council remains informed of emerging proposals for local government reorganisation and is prepared to respond to any implications for governance, services, assets, and community representation.	Monitoring	Clerk is engaging with neighbouring councils and HALC to understand emerging local approaches and sector guidance. A county-wide LGR summit (organised by HALC) is scheduled for June (one representative per council); a place has been secured, with scope to extend attendance to members if appropriate. Early consideration is also being given to potential implications for neighbourhood governance and electoral cycles in line with current government consultation. Continuing to engage with NFDC re local assets.	Uncertainty over timing, scope, and local impact, potential implications for assets, services and council role and limited influence	If anything follows from NFDC	Keep under periodic review; escalate if/when proposals emerge requiring a Council position.	Town Clerk	Town Clerk	None at this stage

Annual Town Assembly – Format Refresh (One-Year Project)	To design and deliver a refreshed Annual Town Assembly that meets statutory requirements while improving accessibility, clarity of information, and meaningful engagement between the Town Council and local electors.	In progress	9 local organisations are attending the event to promote their work in the community, publicity and awareness raising, RTC presentation in development	No material risks at this stage	Agenda produced and circulated	Note	Town Clerk	Office manager	A modest provision is included within the 2026/27 budget to cover associated costs.
Poulner Lakes Lease (Anglers' Association Land)	To consider whether a formal lease arrangement for land at Poulner Lakes not currently owned by the Council would be in the Council's interests, including implications for access and long-term management.	On hold	The Council has previously considered the possibility of a lease arrangement with the relevant landowner. Following member consideration, no active negotiations are currently being pursued.	Any future lease arrangement would require careful consideration of legal, financial, and management implications.	Any future progression would require further consideration and explicit authorisation by the appropriate committee.	None at present.	Town Clerk	N/A	No current financial commitment.
Building Assets – Condition & Reserves Scoping	To scope the council's building assets in order to identify where external professional input may be required to inform long-term maintenance planning and building reserves.	Scoping stage	Officer-led scoping to review council building assets and identify where external professional input may be proportionate to support long-term maintenance planning and building reserves. No external commissions at this stage.	Risk of unnecessary or disproportionate expenditure on external professional input if assurance needs are not clearly scoped first.	Completion of asset triage, with internal recommendation on whether targeted external input is required for specific buildings.	None at this stage. Committee involvement when external professional input is recommended and budget approval is needed.	Town Clerk	Grounds Manager	No current financial commitment.

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4. Recommendation

Members are asked to note the contents of this report.

For further information, please contact:

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01425 484720